



Shire of  
**Narrogin**  
*Love the life*

# VOLUNTEER BUSH FIRE BRIGADE MANUAL

March 2024

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## History Summary

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Item	Date	Action	Description
1	5 October 2023		Draft presented to BFAC Committee
2	22 November 2023		Approved/Endorsed by Chief Executive Officer
3	18 January 2024	Minor adds	Approved/Endorsed by Chief Executive Officer
4.	22 February 2024	PD Added	Water Bomber Refiller PD Added
5.	22 February 2024	SOP Added	SOP 19 – Personnel involved in Water Bomber Refilling Added
6.	8 March 2024	Amendments	SOP 19 Amended Bush Fire Brigade Water Bomber Refill PD amended

## PREAMBLE

### President's Message

Fire is a very serious potential risk to lives and welfare, farms and livelihoods within the Shire. Efforts to limit the risk of fire, and to manage fire emergencies when they occur are critically important to protect people and property. When they do occur, as will inevitably happen, it is our wish that each person be as fully prepared as possible, and that there are adequate resources in place for firefighters, so that each one is able to return home safely.

Almost all of the Shire of Narrogin lies outside of the gazetted Fire and Rescue area (Narrogin townsite), so the local communities rely on Volunteer Bush Fire Brigades. The Shire would welcome any feedback on this Manual, either through the Chief Bush Fire Control Officer or the Rangers.

On behalf of the Council and community, thank you for being prepared to take on the role as a volunteer fire control officer or firefighter.

*Leigh Ballard, Shire President*

### Purpose of this document

This document is intended as a resource document, providing an overview of many different aspects.

It is not –

- a delegations or policy document, as these are determined separately by Council and are available in full through the Shire;
- a substitute for training and education about fire behaviour and your legal responsibilities, and those of others.

Rather, it is a document that –

- points to other sources of information, and explains the relevance of it to FCOs and firefighters;
- provides a summary of essential information;
- gives you a foundation from which to ask questions, and know where to go to find answers.

The Shire of Narrogin's Volunteer Bush Fire Brigade Manual serves as a comprehensive resource outlining the essential management of our dedicated Volunteer Bush Fire Fighters, which, as of November 2023, surpass a count of 200. Integral to the Shire's commitment, this manual, encompasses general operational guidance, including Brigade Operational Procedures (BOPs).

It is imperative to read this manual in conjunction with:

- Bush Fires Act 1954
- Work Health and Safety Act 2020
- Shire of Narrogin Employees and Volunteers Code of Conduct
- Shire of Narrogin Bush Fire Brigades Local Law 2017
- Shire of Narrogin Council Policy Manual (Section 5 - Fire Control)
- Shire of Narrogin Council Delegations Register (Section 5 - Fire Control)
- Equal Opportunity Act 1984
- State Hazard Plan - Fire
- State EM Policy - Emergency Public Information.
- State EM Policy - Community Evacuations.
- State EM Policy - Traffic Management During Emergencies.

## ACRONYMS

AIIMS – Australasian Inter – Services Incident Management System.  
BFB – Bush Fire Brigades.  
BFAC – Bush Fire Advisory Committee.  
BOPS – Brigade Operational Procedures.  
CBFCO – Chief Bush Fire Control Officer.  
RANGERS – Rangers.  
CEO – Chief Executive Officer.  
DBFCO – Deputy Bush Fire Control Officer.  
PaW – Parks and Wildlife.  
DFES – Department for Fire and Emergency Services.  
DO – District Officer.  
FCP – Forward Control Point.  
FCO – Fire Control Officer.  
FRS – Fire and Rescue Service.  
HVMB - Harvest and Vehicle Movement Ban.  
ISG – Incident Support Group.  
LGGS – Local Government Grant Scheme.  
OMS – Operational Management System.  
SMS – Short Message Service.  
SEMP – State Emergency Management Policy.  
TRK – Training Resource Kit.  
UHF – Ultra High Frequency.  
VHF – Very High Frequency.  
DER - Department of Environment and Regulation.

## FIRE AND EMERGENCY SERVICES AUTHORITY OF WA ACT 1998

### SECTION 37- PROTECTION FROM LIABILITY

- (1) Subject to section (2), a person does not incur civil liability for anything that the person has done, in good faith, in the performance or purported performance of a function under the emergency services acts.
- (1a) without limiting subsection (1) a person is taken to be performing a function under an emergency services act if the person is -
- (a) A member or officer of a private fire brigade or a volunteer fire brigade who take part in an activity carried out by the brigade for the purpose for which it was formed.
  - (b) A volunteer firefighter who is carrying out normal brigade activities (within the meaning of the Bush Fires Act 1954).

**IT IS THE RESPONSIBILITY OF EVERYONE ON THE FIRE GROUND TO MAKE THE ENVIRONMENT AS SAFE AS POSSIBLE FOR ALL**

## DISTRIBUTION

The Shire's Bush Fire Manual will be distributed to all Volunteer Firefighters upon registration, either via email or as a hard copy upon request. Additionally, the latest version will consistently be accessible for download on the Shire of Narrogin's website. This valuable resource will be readily available to Fire Control Officers, the Shire CEO, the Executive Manager of Development & Regulatory Services, and Shire Rangers, ensuring that key personnel have easy access to the most up-to-date information.



## INDUCTION

A Shire Induction and Orientation process (will be undertaken to prepare volunteers for the role and to help them to quickly become effective members of the team. The Induction may be done on a one-on-one or in a group and conducted by an authorised representative of the particular Brigade / Facility or by Shire staff.

The formal Induction includes an:

- Induction Checklist and Work Health & Safety (WHS) Checklist; and
- Overview of the Volunteer Handbook, Application Form and relevant Shire policies and requirements, including components of the Code of Conduct and this specific Manual.

Volunteers will be required to comply with this information and any other relevant policies and procedures to assist them in meeting their responsibilities for legal, ethical and appropriate conduct.

An Orientation will also be undertaken to welcome volunteers to the team, and to help them become familiar with the layout/site where they will be located. Supervisors/Coordinators may also go through any particular dress, behaviour and specific site/program requirements, where appropriate.

### Office Use Only

See Form: Volunteer Induction & WHS Checklist (FCEO068)

# 1. VOLUNTEER BUSH FIRE BRIGADES

## 1.1 Establishment of a Bush Fire Brigade

The Council will establish and maintain sufficient Bush Fire Brigades to provide proper and adequate fire protection for the municipality.

## 1.2 Name and Officers of a Bush Fire Brigade

On establishing a Bush Fire Brigade, the Local Government is to:

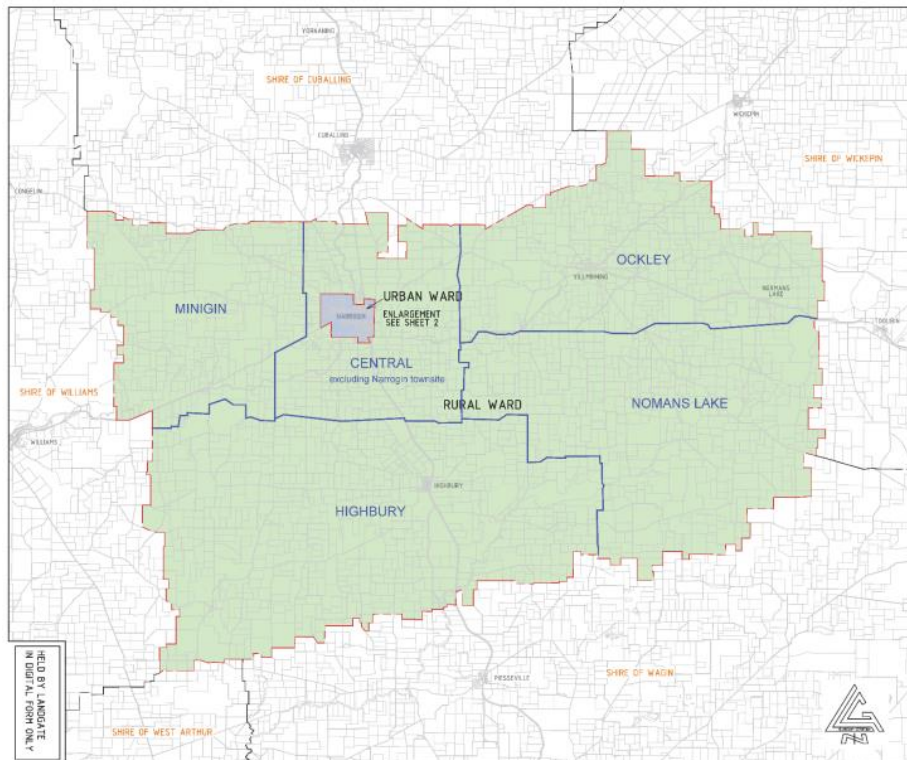
- a) Give a name to the Bush Fire Brigade and/or associated sub-areas.
- b) Specify the area in which the Bush Fire Brigade is primarily responsible for carrying out the normal Brigade activities.
- c) Appoint Fire Control Officers.

When considering the appointment of Fire Control Officers, the Local Government is to have regard to the qualifications and experience that may be required to fill each position.

If a position becomes vacant then the Local Government appoints a person nominated by the Brigade to fill the vacancy within a specific time frame agreeable to the Local Government and the brigade.

The current Brigade names and profiles are as follows:

Brigade	Profile
Highbury	Farmer Response
Minigin	Farmer Response
Central	Dual Registered
Nomans Lake	Farmer Response
Ockley	Farmer Response



### 1.3 Composition of Bush Fire Brigade

Membership of a Brigade may consist of the following categories:

- a) Fire Control Officer (s);
- b) Captain;
- c) Fire Control Officer /Captain;
- d) Crew Leader /Senior Fire Fighter;
- e) Lieutenants;
- f) Permit Issuing Officer;
- g) Training Officer;
- h) Secretary/Treasurer;
- i) Active Fire Fighting Members; and
- j) Auxiliary Members.

Details of the roles and responsibilities of the above positions are detailed in [Appendix 3](#).

#### Chairperson

A person elected by the Brigade at its Annual General Meeting to chair the Brigade meetings.

#### Captain

A person elected by the Brigade at its Annual General Meeting to carry out the statutory duties associated with that post.

#### Lieutenants

Persons elected by the Brigade at its Annual General Meeting to carry out the statutory duties associated with that post.

#### Secretary/Treasurer (if required)

A person elected by the Brigade at its Annual General Meeting to look after the clerical and bookkeeping functions of the brigade.

#### Maintenance Officer (or if not appointed the brigade Captain)

A person/s elected by the Brigade at its Annual General Meeting to look after the Brigade appliance /s and equipment.

### 1.4 Annual General Meeting

Each Brigade, when required to deal with brigade matters, should hold its Annual General Meeting during the period March to September at which elections of Brigade Offices shall take place. Brigades shall advise the Council of the incoming officers as soon as practical after an AGM so updates can be carried out, and the officers can be ratified by council.

### 1.5 Dissolution of a Bush Fire Brigade

In accordance with Section 41(3) of the Bush Fires Act, the Local Government may cancel the registration of a Bush Fire Brigade if it is of the opinion that the Bush Fire Brigade is or has not complied with:

- a) The Act;
- b) This Procedures document;
- c) The rules governing the operation of Bush Fire Brigades
- d) Is not achieving the objective for which it was established.

If the Local Government cancels the registration of a Bush Fire Brigade, alternative fire control arrangements are to be made in respect of the Brigade area.

## 2. RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

In the event of inconsistencies between these rules and the Shire's Bush Fire Brigade Local Laws, the Bush Fire Brigade Local Laws prevail.

### 2.1 Objects of Bush Fire Brigades

The objects of the Bush Fire Brigade are to carry out:

- a) The normal Brigade activities.
- b) The functions of the Bush Fire Brigade are specified in the Bush Fire Act 1954 and the Shire of Narrogin's Volunteer Bush Fire Brigade Manual.

### 2.2 Management of Bush Fire Brigade

The committee of the Bush Fire Brigade is to have the following functions to:

- a) Recommend to the Local Government amendments to this Manual.
- b) Propose a motion for consideration at any meeting of the Bush Fire Brigade.
- c) Recommend to the Local Government equipment needs to be supplied by the Local Government to the Bush Fire Brigades.

### 2.3 Meetings of Bush Fire Brigade

#### Committee Meetings

May be called at any time by the FCO/Capt. by giving at least 7 days' notice to all Brigade members and if deemed necessary the Chief Bush Fire Control Officer and Rangers.

#### Special Meetings

- a) The brigade FCO/Capt. is to call a special meeting when 5 or more Brigade members request one in writing.
- b) At least 7 days' notice of a special meeting is to be given by the FCO/Capt. to all Brigade members, Chief Bush Fire Control Officer and the Rangers.
- c) In the notice given the FCO/Capt. is to specify the business that is to be conducted at the meeting.
- d) No business is to be conducted at a special meeting beyond that specified in the notice given in relation to the meeting.

#### Annual General Meeting

- a) At least 14 days' notice of the Annual General Meeting is to be given by the FCO/Capt. to all Brigade members, the Chief Bush Fire Control Officer and the Rangers.
- b) At the Annual General Meeting the Bush Fire Brigade is to:
  - i. Elect the Brigade officers from among the Brigade members if required for that year.
  - ii. Nominate member(s) as FCO(s) and
  - iii. Deal with any general business.

#### Quorum

The quorum of a meeting of the Bush Fire Brigade is at least 50% of the number of officers of the Bush Fire Brigade.

#### Voting

Each brigade member is to have one vote; however, in the event of an equality of votes, the FCO/Capt. (or person presiding) may exercise a casting vote.

### 2.4 Disagreements

Any disagreement between Brigade members may be referred to either the Captain or to the Committee. Where a disagreement is considered by the FCO/Capt. or the Committee to be of importance to the interest of the Bush Fire Brigade. Then the FCO/Capt. or Committee as the case may be, is to refer the disagreement to an Annual General Meeting, ordinary meeting or a special meeting of the Bush Fire Brigade.

The Local Government, by recommendation of the Chief Bush Fire Control Officer or CEO is the final authority on matters affecting the Bush Fire Brigades and may resolve any disagreement that is not resolved.

## 2.5 Notices

- a) Notices of meetings of the Bush Fire Brigade are to be circulated through an agreed format to each Brigade member.
- b) Notice of meetings of the Committee may be given in writing in accordance with subclause (1) or by such means as the Committee may decide by an absolute majority at the meeting of the Committee.
- c) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- d) Where any notice other than a notice of meeting is to be given under the Rules, the notice is to be:
  - i. In writing
  - ii. Unless otherwise specified, given to or by the Captain /Fire Control Officer;
  - iii. Given by –
    - a. Personal delivery;
    - b. Post;
    - c. Email;
    - d. SMS;
    - e. Bush fire radio network; and
    - f. WhatsApp.

Taken as the case may be:

- a. at the time of personal delivery
- b. 5 business days after posting; or
- c. on printing of the sender's transmission report

## 3. APPOINTMENT, DISMISSAL AND MANAGEMENT OF MEMBERS

### 3.1 Rules to Govern

The appointment, dismissal and management of Brigade members by the Bush Fire Brigade are governed by the Rules.

### 3.2 Equal Opportunity

The Brigade and the Local Government recognise its legal obligations under the Equal Opportunity Act, 1984 and will actively promote equal employment based on merit to ensure that discrimination does not occur on the grounds of: -

- Gender;
- Marital status;
- Pregnancy;
- Race;
- Religious convictions;
- Political convictions;
- Physical impairment;
- Age;
- Family status; and
- Racial vilification.

In accordance with the Equal Opportunity Act, 1984, both direct and indirect discrimination in the areas of recruitment and selection, training, health and safety and medical issues, conditions of employment and promotions, will not be tolerated. All policies and procedures in these areas will be directed towards providing equal employment to all volunteers provided that their relevant experience skills and ability to meet the minimum standards.

Furthermore, the Shire of Narrogin and the Narrogin Volunteer Bush Fire Brigades consider direct and indirect sexual harassment an unacceptable form of behaviour, which will not be tolerated under any circumstances, and all volunteers should be able to work in an environment free of intimidation and sexual harassment.

Sexual harassment is a general term covering unwelcome sexual behaviour. This includes, but is not limited to: -

- a) Unwanted physical contact such as touching and pinching;
- b) Lewd comments or joked about a person's physical appearance or private life;
- c) Request for sexual favours; and
- d) The display of pornography

Both the Equal Opportunity Act 1984 and the Criminal Code make it unlawful for a person to incite racial hatred, racial violence, serious contempt or severe ridicule of a person or group of persons on the grounds of their race. Accordingly, the Shire of Narrogin and the Shire of Narrogin Bush Fire Brigades will not tolerate any form of racial hatred or racial harassment under any circumstances. This includes, but not limited to:

- 1) Publication of material, or possession of material for publication, to incite racial hatred.
- 2) Display of material, or possession of material for display, to harass a racial group or individual.

Managers and supervisors must ensure that all employees are treated equitably in accordance with the grounds listed. They must also ensure people who make complaints or are witnesses are not victimised in any way.

Any reports of discrimination or harassment will be treated seriously and investigated promptly, confidentially and impartially. People will not be disadvantaged in their volunteer work as a result of lodging a complaint.

Appropriate action will be taken against anyone who discriminates or victimises a co-worker, client, or member of the Local Government.

The Shire of Narrogin and the Narrogin Volunteer Bush Fire Brigades are committed to providing an environment that is free of all forms of discrimination or harassment. In addition, the equal employment opportunity goal of the Shire of Narrogin is designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees and volunteers where each has the opportunity to progress to the extent of their ability.

If any member of the brigade feels that they are being treated unfairly under the Equal Opportunity Policy, they are to contact the Shire of Narrogin CEO.

### 3.3 Work Health and Safety

The Shire of Narrogin and the Narrogin Volunteer Bush Fire Brigades are totally committed to establishing and maintaining, so far as reasonable, the highest standards of work safety and health for all employees and volunteers.

This will be achieved by ensuring that the appropriate resources and effort are effectively utilized in the areas of accident and injury prevention.

The Chief Executive Officer is the responsible officer.

Managers and supervisors at all levels regard safety and health in the workplace as one of their highest priorities and are responsible for ensuring that volunteers are given instruction on correct techniques for performing the job. This incorporates instruction in safe working practices and procedures, and an awareness of all hazards associated with their work.

Volunteers have responsibility in accident and injury protection; and will be encouraged to participate in improving standards of workplace safety and health.

Members are responsible for:

- a) Maintaining work practices that are safe and minimise risk to health and safety.
- b) Encourage others to work in a safe and healthy manner.
- c) Brigade Members must follow State Government Health Directives for Emergency Services Volunteers Eg Covid.
- d) Supporting and promoting WHS in the workplace.
- e) Reporting and rectifying unsafe conditions that comes to their notice.
- f) Their own health and safety, and the health and safety of others affected by their actions within the brigade and the community.

## 3.4 Code of Conduct

### General

Brigade members are to act in a professional manner at all times, whether they are on a fire ground or representing the brigade at any time e.g., school fete, or static display.

Brigade members are at all times to show courtesy to members of the public and staff and members of the Local Government.

Any members of the brigade found to cause disharmony, or by actions or speech to bring the brigade, or the Shire of Narrogin into disrepute, or to act in other than a professional manner shall be disciplined.

### Alcohol and Drugs

Alcohol and drugs are not to be consumed at all whilst on duty.

Members must not operate the Shire's BFB vehicles or private Units whilst under the influence of alcohol, non-prescription drugs or prescription drugs that could change your ability to act in a safe manner.

### Members of Other Emergency Services

Members are to respect personnel from other Emergency Service Organisations and their knowledge, experience and skills when working with them. If any member has a matter of concern or conflict with a member from another Emergency Service, they are to submit it in writing to the Shire of Narrogin CEO who will deal with the matter as in accordance with procedures.

## 4. COMMITTEE

### 4.1 Bush Fire Advisory Meeting

Council shall form and maintain a Bush Fire Advisory Committee to formulate for Council's consideration, recommendations and policy on matters relating to bush fire prevention, control and extinguishment, as provided for by Section 67 of the Bush Fires Act 1954 (as amended).

#### Composition of Voting Delegates

- a) The Shire of Narrogin will nominate one council representative to attend meetings.
- b) The Chief Bush Fire Control Officer;
- c) The Deputy Chief Bush Fire Control Officer;
- d) One Bush Fire Control Officer (appointed by the Shire in accordance with the Act) nominated by each Brigade;
- e) Each Brigade shall nominate a proxy to attend committee meetings where a delegate is unable to attend. It shall be the responsibility of a delegate to notify his/her proxy should he/her for any reason is unable to attend a particular meeting.
- f) The detailed Terms of Reference for the Bush Fire Advisory Committee are available [here](#).

## Observers and Advisors

Observers may attend with no voting rights.

### Function

- a) To advise the Council on all matters relating to the operation of the Bush Fires Act 1954.
- b) To advise the Council on the best and most efficient means of maximising fire control resources in the district.

## 4.2 Quorum

A quorum shall consist of more than one half of the voting Committee.

## 4.3 Voting

At meetings of the Committee each member shall have one vote and in the case of equal votes. The Chairperson shall exercise a casting vote. Observers, advisers and ex – officers, members may not vote on any matter.

Observers attending meetings of the Committee will not be permitted to speak on any matter unless invited to do so by the Chairperson, or in conformity with Council Standing Orders.

## 4.4 Bush Fire Advisory Committee recommendations

Recommendations of the Bush Fire Advisory Committee will be referred to at the earliest possible meeting of the Council.

The Shire has developed a Committee Establishment and Terms of Reference document which outlines the roles and responsibilities of two committees that consider fire emergency matters. The full details of these are available on request.

The two committees that have only peripheral impact are –

### a) Bush Fire Advisory Committee

This Committee may be established by resolution of Council, in accordance with the Bush Fires Act, section 67. As an advisory committee only, it has no operational powers whatsoever. In a fire emergency or normal brigade operations, control of the event is with the incident controller, and in accordance with the chain of command outlined in Part 3.

Membership of the BFAC is –

- one elected member as required by the BF Act, and
- all FCOs.

### b) Local Emergency Management Committee

The Emergency Management Act, section 38, requires Council to establish this committee. It is not an operational committee and exists to ensure the integration and cooperation of the various hazard management agencies within the Shire, and that appropriate resources are accessible. The EM Act section 39 specifies that the LEMC is: -

- to advise;
- to liaise; and
- to carry out other activities as directed by the State Emergency Management Committee.

The Shire President, and CBFCA or DCBFCA are members of the LEMC along with representatives of Police, Dept of Fire and Emergency Services, St John Ambulance, the Hospital and resource or support agencies such as the Department of Community Services, Western Power, Department of Biodiversity and Attractions (CALM) etc.

## 4.5 Meetings

1 Ordinary and Special Ordinary meetings of the committee shall be held as required.



Written notice shall be given to all Committee members at least fourteen (14) days prior to the meeting. Other meetings of the Committee may be convened:

- a) By the Chairperson.
- b) By written notice to all committee members, such notice being signed by at least four members of the Committee, giving not less than seven (7) days' notice and stating the purpose of the meeting.
- c) By the Council or its nominated members.

The time and venue of meetings shall be determined by the Chairperson, or Council nominated member, having due regard to the general convenience of the Committee members.

#### 4.6 Election of Committee Members

At the preseason BFAC meeting the Committee, if required, is to recommend the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer, Fire Control Officers as appointed to Council and the Fire Weather Officers as gazetted by DFES.

In the event that the Meeting is unable or unwilling to make such nominations, Council will appoint the above Executive positions.

Details of the roles and responsibilities of the positions of CBFCO and DCBFO(s) are detailed in Appendix 3.

#### 4.7 Use of Shire Meeting Facilities

The local government shall provide use of a Shire facility for the ordinary meetings of the Bush Fire Brigade Association Meeting and BFAC.

#### 4.8 Minutes

A copy of the minutes of the Committee meeting shall be circulated to Council and Committee members.

#### 4.9 Reports to the Bush Fire Advisory Committee

- a) The CBFCO shall report on matters relevant to the Committee.
- b) The Delegates from each Brigade shall report on matters relevant to the Committee.
- c) Council delegates shall report on matters relevant to the Committee.
- d) Other agencies that may be in attendance shall report on matters relevant to the Committee.

#### 4.10 Appointment of Fire Control Officers

The Committee shall recommend Fire Control Officers appointments to Council.

### 5. TRAINING OF MEMBERS

#### 5.1 Training Officer

Shire Rangers are the Shire's Training Coordinators, however most of the actual formal training is conducted with the assistance of DFES personnel.

#### 5.2 Basic Training

The Shire will be responsible for basic training of its bush fire personnel through its Training Coordinator utilising program content and training resources developed by the Department of Fire and Emergency Service and other training agencies if required.

### 5.3 Completion of the Firefighters Course

Council requires all registered firefighting brigade members to have completed the following Training. Recognition of prior learning can be taken into consideration.

- a) Local Government Induction Package
- b) Farmer Response Brigades – Rural Fire Awareness.
- c) DFES Appliance Brigade – Induction Package, Bush Fire Safety Awareness, Fire Fighting Skills

Shire Fire Control Officers are required to complete the following training:

- a) Fire Control Officer Course and AIIMS Awareness. (AIIMS Awareness training is available online.)
- b) Fire Weather Officers are required to complete the Fire Control Officer Course.

A range of additional training courses are available on request to the Rangers. Upon completion the Shire will arrange for a 'Record of Completion' and personnel protective equipment (PPE) to be presented.

### 5.4 Training Expenses

All training expenses are covered by the Local Government Grant Scheme (LGGS), this includes fuel and accommodation for attending training courses outside of the local area. Application for reimbursement of costs must be presented to the RANGERS prior to the course date. Receipts are to be presented to the RANGERS within 5 working days of course completion.

## 6. BUSH FIRE BRIGADE MEMBERSHIPS

### 6.1 Types

The membership of a Bush Fire Brigade consists of the following:

- a) Fire Fighting members;
- b) Auxiliary members.

Fire Fighting Members - Are those persons being at least 16 years of age who are trained or competent to undertake normal Bush Fire Brigade activities.

Auxiliary Members - Are those persons who are not 'firefighters' members of the brigade but are willing to render other assistance such as transportation requirements, catering, communications etc. as required by the Bush Fire Brigade. This is a non-combat role.

### 6.2 Application for Membership

An application for membership is to be on the Bush Fire Service Membership Application form.

### 6.3 Process for Application for Membership

Applications for membership are to be forwarded to the Rangers for processing.

### 6.4 Decision on application for membership

The Brigades Executive may approve an application for membership unconditionally or subject to any conditions or refuse to approve an application for membership. If a brigade refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practical, but not more than ten days after the decision is made, to the applicant and the advice that the applicant has the right to object to the Local Government.

### 6.5 Termination to Membership

Membership of the bush fire brigade terminates if the member:

- a) Dies;
- b) Gives written notice of resignation to the Local Government;
- c) Is, in the opinion of the Brigade Committee, permanently incapacitated by mental or physical ill - health;
- d) Is dismissed by the Committee;
- e) Is dismissed by the Council;
- f) Does not follow the State Health Direction for Emergency Services volunteers eg Covid;
- g) Leaves the district permanently without terminating their Brigade membership; or
- h) Fails to meet the membership criteria.

The brigade secretary is to supply details of terminations to the Local Government Rangers. The Rangers will then inform DFES of the updates.

## 7. ADMINISTRATION

### 7.1 Fire Occurrence Reports.

All fires shall be reported to the CBFCO and the Rangers, so Fire Reports can be completed and who will ensure the incident is entered onto the DFES OMS database. Reports may also be submitted progressively to the Bush Fire Advisory Committee for necessary action.

### 7.2 Centralising Ordering

All procurements made for or on behalf of brigades will be through the Shire's Rangers or nominated person who will have due regard to Council existing policies and budgets. No purchases can otherwise be made to suppliers by brigades unless brigades own funds are used.

## 8. CLOTHING AND FOOTWEAR

Protective garments shall be worn at all times whilst actively engaging in fire protection activities such as training, burning off, fire suppression. These garments may include coveralls, bush fire jacket and pants, safety helmet, gloves, goggles (or full-face respirator) and boots. Minimum standard is long pants, long sleeve shirt from natural fibre, boots, goggles, smoke mask and gloves or (full face respirator). The Shire through the LGGS will fund the annual purchase of this equipment.

## 9. COMMUNICATIONS

### 9.1 Radio Network for Fire Fighting Communications

DFES shall be responsible for the provision of any necessary Bush Fire radios for brigades (WAERN). FCO and brigade vehicles are to establish an efficient radio network for firefighting communications. Records shall be maintained by the Local Government of DFES supplied radios and their location. The Black Bush Fire Radios are the property of the Shire of Narrogin and will be maintained by the Shire of Narrogin.

The first WAERN radio allocation for a Fire Control Officer must be installed in their fire unit. Other radio installation locations can be determined by the Fire Control Officer.

No brigade member may use bush fire frequencies for any other purpose than firefighting or normal maintenance checks unless otherwise authorised.

### 9.2 Maintenance of Radios.

Radio checks including handheld radios are to be conducted on a weekly basis during the fire season. DFES are responsible for the ongoing serviceability for the WAERN radio network. Radios that require maintenance are

to be reported to the Rangers or nominated person. The Rangers will then make sure maintenance work is completed.

## 10. PURCHASING OF FIRE FIGHTING EQUIPMENT

### 10.1 Purchases

The Shire may allocate funds from its annual LGGS for purchasing and maintenance of firefighting equipment. The aim when purchasing shall be to DFES standardised firefighting equipment where possible.

All requests from Brigades are to be through the Rangers or nominated person. Purchases made by a brigade member/s are the brigade's responsibility if purchases have not followed the correct channel.

### 10.2 Foam

An annual quantity of foam, if needed, will be purchased, and stored. Requests can be made through the Rangers, CBFCO or nominated person to access the foam.

### 10.3 Fast Fill Trailers

Fast Fill Trailers are strategically located across the Shire and are to be maintained to a level determined by the BFAC or CBFCO. The Shire of Narrogin will maintain and carry out pre-season maintenance.

## 11. APPLIANCES SHIRE/ DFES

### 11.1 Tasking of Equipment

It is the fire unit owner's responsibility to have the vehicle in a reasonable condition. If Local Government or DFES Officers observe equipment which they consider inappropriate for a task or is unsafe, it may be required to be withdrawn from the fire ground.

### 11.2 Mechanical Repairs / Damage

Any mechanical repairs of a routine nature required for recognised Bush Fire vehicles e.g., DFES Fire Appliance, Fast Fill Trailer shall be directed to the Shire's Workshop Supervisor by the Rangers, CBFCO or nominated person.

Accidental damage at an incident caused to fire units, including privately owned equipment will be reported to the CBFCO and the Shire's Rangers immediately so the problem can be addressed.

All mechanical faults /repairs are to be reported to Shire Rangers or CBFCO immediately so the problem can be addressed.

### 11.3 Servicing

The Rangers or nominated person in consultation with the Shire's workshop manager will organise an annual service for all brigade vehicles.

The brigade shall be required to adopt the following guidelines for care of all fire units and equipment: -

- a. All fire units shall be kept clean and free of rubbish when not in use.
- b. Units are not to be used for any private or contact work outside the normal brigade operation.
- c. The use of any poisons or chemicals (other than fire retardants) in the units is prohibited.
- d. Fortnightly vehicle and firefighting equipment checks, including hazard warning equipment and radios are to be conducted. Faults shall be immediately reported to the Rangers or nominated person.

## 11.4 Licensing and Insurance

The Shire shall, through the LGGS Operating budget, be responsible for licensing and insurance of Bush Fire fighting vehicles, buildings and equipment.

## 11.5 Housing

All DFES fire fighting vehicles and Fast Fill Trainers are to be housed in a garage, shed or other suitable building.

## 11.6 Private Use

Under no circumstances is a Brigade firefighting unit to be used for private purposes.

## 11.7 Fuel

The Shire will, through the LGGS operating budget, pay for the fuel costs associated with the use of mobile firefighting equipment, subject to the following guidelines: Fuel for the Central Brigade appliance can be obtained through swipe card from the Shire depot.

## 11.8 Vehicle Logbooks

Vehicle logbooks must be completed each time the vehicle is driven showing the date, purpose of use, kilometres travelled, name of driver and the driver's signature.

## 11.9 Location and Operational Status of the Brigade's Appliances

The brigade FCO/Capt. will at all times keep the CBFCO/ Shire Rangers of any change in the day-to-day location and operational status of appliance under the control of a brigade.

## 11.10 Manning of the Fire Fighting Appliances

A firefighting appliance should be manned by no less than two trained persons while actively engaged in firefighting or fire control activities.

Members may drive the appliances to an incident on their own but **MUST NOT** become involved in firefighting activities until crew levels as above are achieved.

## 11.11 Drivers Licence

The driver of any firefighting appliance or fire control vehicle will hold a current driver's licence of the class appropriate for the appliance or vehicle being driven and be either:

- a. A Shire employee
- b. Any person authorised by the Chief Bush Fire Control Officer, their Deputy, or a Brigade FCO/Captain.

## 11.12 DFES Driving Guidelines

The following are the priority driving codes under which appliances are permitted to travel:

- 1) CODE 1 – Unit to respond with due haste to life/property in immediate danger. Must not exceed the speed limit by more than 20km/hr.
  - a) Emergency warning lights used at all times during travel and operation at incident.
  - b) Siren must be used during travel to incident.
  - c) All speed signs of the road traffic act to be obeyed.
  - d) All traffic lights and road traffic signals/signs are to be obeyed unless the driver of the fire appliance is confident that it is safe and expedient to contravene, and that other traffic will give way to the fire appliance.
  - e) Rail crossing signals and boom gates are to be obeyed at all times.

Normal road conditions are to be used when returning to station, attending training or exercises and general operations.

Note: - A probationary driver is not to drive a vehicle under emergency conditions.

### 11.13 Incident Controller Equipment Requests

Incident Controller may request through either the Shires' Rangers or DFES Regional office the hiring of privately owned equipment for fire suppression once Local Government has exhausted its capability. Permission must be sought prior to any machinery or other equipment being utilized.

## 12. BUILDING EXPENSES

The Shire through the LGGS will meet all building maintenance and electricity costs associated with any Brigade Fire Stations / Sheds (currently just the Narrogin Brigade Shed).

## 13. INSURANCE COVER

### Insurances

The Bush Fires Act requires the local government to carry insurances essentially for two purposes –

1. Personal injury – similar to worker's compensation, but there are statutory maximum limits. The Shire carries the maximums permitted. The insurance covers –
  - FCO's
  - BFB officers and registered firefighters
  - Volunteers or passers-by – if they are acting under the direction of an FCO or a Brigade officer or member.

This cover may not apply if the individual contributed to the injury through carelessness, ignoring instructions or negligence.

2. Equipment – for both the equipment provided by the Shire and privately owned equipment where the use of that equipment has been authorised. There are limits to the insured values of privately owned equipment that are reviewed each year, so it is imperative that the owners also carry their own insurance.

### "In good faith"

While not specifically stated in the BF Act, there are very wide powers for FCOs and BFB officers to act "expeditiously". The over-riding factors include –

- necessity – does it need to be done?
- carefully – without undue damage, like cutting through a fence twice within a short distance.
- responsibility – who is the best to make the decision, and then to carry it out?
- urgency – if it does need to be done, should it be done now or later?

We are not aware of any legal action that has relied on the concept of "in good faith". It would not be wise to do so. Nothing will protect you, and those for whom you have responsibility, better than following your training, and compliance with the law.

The Shire will maintain a continuous policy for firefighters and firefighting equipment in accordance with the provisions of Section 37 of the Bush Fires Act.

Interest Insured – Injury / Disability /Death to firefighters and assistance whilst in or travelling to or from any place of a bush fire. This includes non-firefighter personnel working under the direction of the Incident Controller.

Damaged to any appliance, equipment or apparatus of a bush fire brigade or any private owned appliance, equipment or apparatus that is being used under the direction or control of a Bush Fire Control Officer or member in accordance

with the provisions of the Bush Fires Act.

Location – Anywhere within the district of the local authority and adjoining Shires or otherwise provided under the Bush Fires Act 1954.

Sum Insured – Disability or Injury in accordance with the benefits of the Workers Compensation and Rehabilitation Act and the Bush Fires Act.

Damage – Injury or damage limitations shall be in accordance with the Shire’s Bush Fire Brigades Insurance Policy.

Extensions - Travelling to or from normal brigade’s activities. Disability or Injury Benefits will operate in respect to Volunteers Firefighters whilst such persons are proceeding to or returning from normal brigade activities under the Bush Fire Act 1954 without any deviation or interruption unconnected therewith.

## 14. SHIRE WORK FORCE – FIRE FIGHTING

The Council acknowledges that it will provide, where authorised by the Chief Executive Officer the Shire’s delegated officer, available personnel and equipment from the Shire’s work force as required for emergency situations. The Rangers or nominated person is to direct the Shire’s involvement on these occasions, taking into consideration the nature of the work required, suitable PPE, communications and training.

## 15. PROTECTIVE BURNING BY BRIGADES ON ANY LAND

Brigades are NOT to carry out protective burning on lands unless the RELEVANT FORMS have been completed giving authorisation. These forms are available through the Shire RANGERS or nominated person.

## 16. ROADSIDE BURNING

Brigades must seek authorisation through the CEO to conduct any burning of roadside verges outside of a wildfire incident. Please view Burning Roadside Verge Procedure in the BOP.

## 17. FIRES OUTSIDE SHIRE BOUNDARIES

A Bush Fire brigade member shall at the first opportunity notify the Rangers who in turn will record their attendance outside of the local shire boundaries.

## 18. WELFARE

### 18.1 Meals

In the event that meals are required for volunteers on duty at the scene of a fire the RANGERS or nominated person must be contacted for authorisation before the meals are sourced.

### 18.2 Peer Support

Brigade members are advised that DFES Peer Support personnel are available if required – contact the RANGERS or People Sense Direct on 1300 307 912. All contacts remain strictly confidential.

### 18.3 Debrief

A HOT DEBRIEF will be conducted on site at the conclusion of a bush fire with any issues being presented to the next BFAC Meeting. For multi-agency fires a date is to be set within 2 weeks of the incident occurring with the debriefing notes being presented to the next LEMC.

## 18.4 Fitness for Work

Employees, contractors and volunteers are expected to report to work/site in a fit condition i.e. not adversely affected by drugs, alcohol, fatigue or any form of ill health that places yourself or others at an unacceptable risk.

Employees, contractors and volunteers are required to be physically able to carry out their work safely and are expected to manage their own fatigue levels through continual self-assessment.

Employees, contractors and volunteers shall advise the CBFCO or FCO in charge immediately of any actual or potential impairment to their ability to work safely.

Employees, contractors and volunteers are required by law to report to the Department of Transport any medical condition(s) that may impair their ability to safely control a vehicle.

## 19. EVACUATIONS, TRAFFIC MANAGEMENT, COMMUNITY WARNINGS.

Any Incident Controller considering evacuation must comply with the State EM Policy.

## 20. COMPLIANCE OF FIRE MANAGEMENT REQUIREMENTS

### 20.1 Fire Breaks Inspections

All fire break inspections will be conducted as near as practical to the compliance date by the Shire's duly appointed Officers.

FCO's are to notify Shire Officers of non-compliance issues within the rural location. All reported non-compliance issues are addressed internally with strict confidence.

### 20.2 Fire Control Arrangements

#### 20.2.1 Prohibited burning period

Under the Bush Fires Act 1954, it is generally an offence to light fires during the prohibited burning time. Penalties of up to \$10,000 fine, 12 months' imprisonment, or both may apply.

Prohibited burning dates for the whole of Shire are – 1 November to 1 May.

The Shire President and CBFCO may jointly alter the dates by not more than 14 days at a time.

#### 20.2.2 Restricted burning period

Permits are required to light a fire during the restricted burning time. All permit holders are required to comply with the requirements of the Bush Fire Act 1954. Any additional special conditions imposed on the permit holder must also be complied with.

The restricted burning period extends before and after the prohibited period from – 1 October to 1 May, and automatically adjusts for changes in prohibited burning period.

Seasonal conditions may result in variation to these dates. Any changes will be advertised in local newspapers and updated on this website.

The CEO has delegated power to amend the dates, subject to consultation with the CBFCO and others.



### 20.2.3 Permits to burn

If you want to light a fire during the Restricted Burning times, you must obtain a permit.

Permits will only be issued during the Restricted Burning period, or as permitted by the Bush Fires Act.

Permits may be obtained from the Shire Office or from a Fire Control Officer.

Permits will only be issued if the Officer or FCO is of the opinion that the weather conditions are suitable and may apply restrictions. Permits to burn are issued subject to certain conditions which are listed on the permit, and if appropriate, the FCO may apply additional conditions. Failure to comply with all of these conditions may result in a fine of \$250. All permit holders must comply with the requirements of the Bush Fire Act 1954.

## 20.3 Total fire bans & vehicle movement bans

### 20.3.1 Total Fire Ban

A Total Fire Ban (TFB) may be declared by the Department of Fire and Emergency Services (DFES) on days when fires are most likely to threaten lives and property. This is because of predicted adverse fire weather or when widespread fires are impacting the availability of resources.

During a TFB, the lighting of any fire in the open air is prohibited. This includes all open cooking and camping fires and incinerators. It also includes 'hot work' such as welding, grinding and soldering or gas cutting. The penalty is a fine of \$25,000 or imprisonment for 12 months, or both.

TFBs are announced on the DFES website, on ABC Radio and the DFES Twitter feed. Exemptions may be available. You can find out more about TFBs by visiting the DFES website.

### 20.3.2 Harvest and Vehicle Movement Bans

The Shire may impose Harvest and/or Vehicle Movement Bans when adverse fire weather conditions are experienced. The Shire will consult with the CBFCO and others to determine if a ban is warranted.

During harvest bans all harvesting operations must immediately cease. No harvesting is permitted on Christmas Day.

A vehicle movement ban means no internal combustion powered vehicles are to be driven in paddocks or bush areas and 'hot work' such as welding or grinding is not to be undertaken in the open air.

To check whether the Shire has a ban in place, please use the Local Fire Information Line on 9881 4988 which has a recorded message that is updated as soon as possible after a ban has been placed or removed.

### 20.3.3 Communication of Fire and vehicle movement bans

The Shire will endeavour to communicate broadly when a ban is imposed. However, it is the responsibility of landowners and occupiers to check if bans are in place before engaging in any activity that may be prohibited for the duration of the ban.

All bans will be communicated via SMS, WhatsApp, ABC local radio on 558AM or 630AM at 10:05am, 12:35pm and 3:05pm.

If a farmer or a contractor and would like to receive notification by SMS notification of Harvest or Vehicle Movement Bans direct to their mobile phone, notify the TSO or email to1@narrogin.wa.gov.au with name, organisation name and mobile number.

## 20.4 Prescribed burns

Fuels that feed fire have built up considerably since settlement, and ostensibly changed the dynamic of the local bush, as fire has been excluded. Fire is used in a manner to restore balance to our ecosystems, as well as reduce risk to the community and the environment.

The Shire utilises a number of methods to control or manage fuel levels. Prescribed burning is only one option and is only considered where other options are less effective, less efficient or too costly. The Shire may arrange for a prescribed burn of some Shire controlled reserves from time to time. If residents wish to have their local fire brigade assist them with conducting a hazard reduction burn, should notify the Brigade Captain or make arrangements through the Rangers.

## 21. BUSH FIRE ACT INFRINGEMENTS

### Breaches of the Bush Fires Act

Brigade Officers shall report breaches of the Bush Fires Act, including details taken of Officers action to the RANGERS or nominated person. Breaches could include operation of machinery during a HVMB or burning within the Restricted Burn Period without a Permit.

Breaches are to be reported as soon as practicable to the Shire Officer so action can be taken.

## 22. HARVEST & VEHICLE MOVEMENT BANS / VEHICLE MOVEMENT BANS

Harvest and vehicle movement bans are implemented by local government appointed Officers when the Fire Danger Index reaches a nominated figure or the weather /resources on the day require a ban.

Once the nominated figure has been reached and consultation with brigade officers has been completed the appointed Officer will notify all those parties on the HVMB SMS list of the ban and of the time the ban will be implemented from. Information on implementing the process can be located in the FCO Operations Handbook which includes notification to all on the Shires HVMB SMS system, WhatsApp Groups, ABC / local radio and email to neighbouring shires. Removal of the Harvest and Vehicle Movement Ban is retracted by following the procedure on the FCO Operations Handbook.

Any breaches to the Harvest and Vehicle Movement Ban must be immediately reported to the Shire's appointed Officer, CBFCO, DCBFCO, FCO and or Rangers so the situation can be addressed.

## 23 TOTAL FIRE BAN

Total Fire Bans are implemented by DFES. Procedure for Total Fire Bans can be located in the Bush Fire Act Section 22 or on the DFES website. Total Fire Bans do not impact normal farming activities apart from "hot works".

## 24. PERMITS TO BURN PROCEDURE

Permits to Burn are issued by Shire appointed Officers 'Fire Control Officers' to property owners to carry out burning during the Restricted Burning Time set out in the Council's "Fire Notice".

Permit holders that do not follow procedures required under a Permit to Burn are to be reported by the FCO to the CBFCO, DCBFCO and or Rangers immediately so the situation can be addressed.

FCO's are NOT to issue Permit to Burn to themselves. The FCO must obtain a permit from another authorised Officer. On issuing a Permit the Fire Control Officer is to forward a copy to the Shire of Narrogin's Rangers so the Permit to Burn can be recorded at the Shire.

Permit To Burn books once completed are to be returned to the Shire as they are a legal document and are required to be stored as such.

## 25. MORNING RADIO SCHEDS

Radio scheds will take place at an appointed time determined by the CBFCO or nominated Officer. All FCO's are to be available for scheds and if not available are required to contact the CBFCO/ DCBFCO for that day to discuss items that have been raised on the morning scheds call up.

Morning radio scheds will incorporate the daily weather forecast, and if required information on permits to burn that have been issued within the rural areas.

## 26. MEDIA PROTOCOLS

Under the Local Government Act, only the Shire President or CEO may speak on behalf of the Shire of Narrogin. As an FCO, you are an officer of the Shire, and therefore must comply with this requirement. Please refer any media enquiries to the Shire President or CEO.

## 27. SMOKING

There is to be NO smoking within all internal or enclosed work areas, Shire owned vehicles & plant or within 5m of doors and windows. Smoking is also prohibited whilst undertaking bush fire activities unless you are taking a break from the activities.

## 28. FCO LETTER OF APPOINTMENT AND ID CARD

The Shire will issue all FCOs with both an ID card and a letter of appointment. The ID card should be carried whenever attending a fire as it provides a range of information –

- date and duration of appointment
- rank
- summary of legislative head of power to act.

The letter has similar information, and provides additional details for you. It should be kept safe in your records, and does not necessarily need to be carried with you.

## 29. CHAIN OF COMMAND

The chain of command is not an issue that arises all that often, but it is important to understand the various levels of authority, the roles and functions.

### 29.1 WA Police

Under the Emergency Management Act (EM Act), WA Police should be considered as the primary hazard management authority. The powers they have are much broader than those able to be exercised by an FCO, and include powers of –

- entry;
- order of evacuation;
- prohibiting access;
- arrest.

In practice, they will act to support Incident control, particularly through control of access by those persons not involved in fighting a fire to the emergency area, including the wider area under potential threat.

For this reason, it is essential that FCO's, firefighters and volunteers carry their identification card with them.

## 29.2 Bush Fire Liaison Officer

The Bush Fire Act section 13 provides that in some circumstances, a DFES Officer appointed as a bush fire liaison officer, may assume control of emergency operations.

Section 13(6) requires that the CBFEO, DCBFEOs, all FCOs, firefighters, volunteers and CALM Act officers are to act in accordance with the DFES bush fire liaison officer's orders and responsibilities.

The DFES bush fire liaison officer acts in accordance with the instructions of the Commissioner for Fire and Emergency Services and is not required to comply with Shire instructions.

## 29.3 CALM Act Officer

The Department of Biodiversity, Conservation and Attractions, has responsibilities for the management of Crown lands, and the Parks and Wildlife Service is a division of the department.

Some of their responsibilities impact firefighting, and in certain circumstances an authorised person takes control of a fire.

Usually, this person will be a Parks and Wildlife Service employee. The BF Act in s.7 provides the definition that –

authorised CALM Act officer means –

- (a) a wildlife officer who is authorised for the purposes of the Conservation and Land Management Act 1984 section 45(4)(b); or
- (b) a forest officer, ranger or conservation and land management officer who is authorised for the purposes of the Conservation and Land Management Act 1984 section 45(5A)(b);

Under the BF Act, a CALM Act officer –

- section 45A – they make control of a fire at the request of an FCO; or
- section 45(2) – if the land is conservation land, the person may assume the role and function of an FCO, whether appointed by Council or not; and
- section 45(3) – if acting under (2), the person may take supreme control and charge of all operations while the fire is on conservation lands, overriding CBFEO, DCBFEOs, FCOs etc.

Given the number of reserves within the Shire, it should be expected that an authorised CALM Act officer will be in attendance from time to time.

## 29.4 Fire Control Officers

The BF Act section 44 provides that –

- (4) Subject to the provisions of sections 13(6) and 45, where a bush fire control officer of a local government is present at a fire which is burning in the district of the local government, he has supreme control and charge of all operations, and the officers and members of all bush fire brigades present at the fire are subject to and shall act under his orders and directions.

## 29.5 Shire FCOs

Fire Control Officers are appointed by the local government – they are not elected by a bush fire advisory committee or a brigade. As officers of the local government, they have specific responsibilities as defined by the BF Act and / or as directed by the Shire.

Accordingly, an FCO outranks a brigade captain or other brigade operational officer, who is not also an FCO.

FCOs also exercise their authority as an FCO throughout the whole of the Shire, unless restricted by the Council.

Council is required to appoint –

- a Chief Bush Fire Control Officer,
- Deputy Chief Bush Fire Control Officer/s,
- other fire control officers.

Council also appoints the captains and first lieutenants of brigades in accordance with the Bush Fire Brigades Local Law. This means that FCOs who also hold a brigade position for the area the fire is in, take precedence over other FCOs.

## 29.6 Dual FCOs

Adjoining Shires' might nominate a person to be a dual FCO. If appointed by the local government, the person has all the responsibilities and authority of a Shire FCO, but their activities are generally restricted to fire emergencies only.

## 29.7 Bush Fire Brigade Officers

The BF Act s.44(3) stipulates that Brigade officers are subject to the orders and directions of any FCO present at a fire.

The BF Act provides that a brigade officer may be either appointed by the local government or elected by the Brigade. Council has determined that brigade captain and first and subsequent lieutenants in order of seniority (the brigade operational officers) will be appointed by resolution, in accordance with the BFB Local Law, which states –

### 3.3 Appointment of bush fire brigade officers

- (1) The local government shall appoint the following bush fire brigade officers in their absolute discretion –
  - (a) a bush fire control officer from the bush fire brigade area to be Captain;
  - (b) where there are two or more bush fire control officer in a bush fire brigade area, a bush fire control officer from the bush fire brigade area as first lieutenant;
  - (c) where there is not more than one bush fire control officer in a bush fire brigade area, an appropriate person from the bush fire brigade area as first lieutenant, and
  - (d) an appropriate person as second lieutenant.
- (2) When considering the appointment of persons to the positions in subclause (1), the local government and bush fire brigade are to have regard to the qualifications, training and experience which may be advisable to fill each position.
- (3) The local government may remove any appointed person from any position.

The brigade is free to elect other support brigade office bearers such as training officer, communications, secretary etc.

## 29.8 Fire Weather Officers

The role of fire weather officers is defined by the BF Act. Their appointment is subject to Council resolution. While considered an operational appointment, a fire weather officer has no authority to direct firefighting operations.

## 29.9 Volunteer Fire and Rescue Service

The townsite of Narrogin is generally under the control of the Narrogin FRS and is controlled by different legislation to the Bush Fires Act.

Their role is principally that of structural fires and rescue (SES Unit), as they have training specific to structural fires, and specialised equipment.

BFB members should not attempt structural firefighting unless there is a danger to life –

- they do not have the training for firefighting in buildings,
- there could be live electrical wiring, that needs to be disconnected before water is used,
- breathing apparatus is not available to combat smoke or possibly other chemicals.

These are matters for which the VFRS are trained and equipped.

FCOs do have some authority over grass fires, fire hazards etc in the townsite area, although these are generally controlled by the Shire's Rangers.

## Summary

In summary, the chain of command is –

1. WA Police
2. DFES Officer
3. Authorised CALM Act Officer
4. Chief Bush Fire Control Officer
5. Deputy Chief Bush Fire Control Officers
6. Fire Control Officers – in Brigade rank order in the specific brigade area
7. Fire Control Officers – from outside the brigade area
8. Brigade officers who are not FCOs – in order of brigade rank
9. Registered firefighting volunteers of that brigade area.

In practice, the Police, DFES or CALM Act Officer rarely exercise the provisions of the BF Act to assume control, so fire emergencies are most likely to have at least one FCO of any rank present and therefore automatically in charge.

## 30. POWERS & ROLES OF OFFICERS

There are two separate, but complementary lines of appointment and authority recognised by the BF Act.

### 30.1 Fire Control Officers

FCOs have their roles and responsibilities largely determined by the BF Act, with some input from the local government through the local law, the Fire Control Order, delegations of power (to CBFCO) and policy.

#### 30.1.1 Chief Bush Fire Control Officer

The CBFCO has all the powers of an FCO, and does have statutory powers to direct DCBFCOs and FCOs. While there's no additional powers under the BF Act, there is a specific role under the Bush Fire Brigades Local Law –

##### 4.2 Managerial role of CBFCO

Subject to any directions by the local government, the CBFCO –

- (a) has primary managerial responsibility for the organisation and maintenance of bush fire brigades;
- (b) is to support Captains and bush fire brigade officers in their roles; and
- (c) where a vacancy in the position of Captain appointed under clause 3.3(1)(a), or in order of seniority, other appointed bush fire brigade officer willing to act in that position, the CBFCO is to act as Captain until an appointment is made by the local government to the position.

The CBFCO also has a delegation of power from Council to act jointly with the Shire President if varying the opening or closing dates of the prohibited burning period. Procedures and details apply in accordance with the Delegation.

### 30.1.2 Deputy Chief Bush Fire Control Officer

A Deputy CBFCO has the responsibility to step up as CBFCO should the need arise. Council has appointed two DCBFCOs, and their order of seniority.

Accordingly, a DCBFO needs to be aware of both the role of the CBFCO, as well as those of an FCO.

### 30.1.3 Fire Control Officers

The Bush Fires Act outlines the primary powers of an FCO –

#### 39. Special powers of bush fire control officers

(1) Subject to the provisions of this Act a bush fire control officer appointed under this Act by a local government may, in the exercise of his functions and the performance of his duties under this Act, do all or any of the following things –

- (a) exercise any of the appropriate powers of the FES Commissioner under the *Fire Brigades Act 1942*, in so far as the same may be necessary or expedient, for extinguishing a bush fire or for preventing the spread or extension of the fire; and
- (b) enter any land or building, whether private property or not; and
- (c) pull down, cut, and remove fences on land, whether private property or not, if in his opinion it is necessary or expedient so to do for the purpose of taking effective measures for extinguishing a bush fire, or for preventing the spread or extension of the fire; and
- (d) cause fire-breaks to be ploughed or cleared on land, whether private land or not, and take such other appropriate measures on the land as he may deem necessary for the purpose of controlling or extinguishing a bush fire or for preventing the spread or extension of the fire; and
- (e) take and use water, other than that for use at a school or the domestic supply of an occupier contained in a tank at his dwelling-house, and other fire extinguishing material from any source whatever on land, whether private property or not; and
- (f) take charge of and give directions to any bush fire brigade present at a bush fire with respect to its operations or activities in connection with the extinguishment or control of the bush fire, or the prevention of the spread or extension of the fire; and
- (g) any other thing which in his opinion is incidental to the exercise of any of the foregoing powers; and
- (h) employ a person or use the voluntary services of a person to assist him, subject to his directions in the exercise of any of the foregoing powers; and
- (i) either alone or with others under his command or direction enter a building which he believes to be on fire and take such steps as he considers necessary to extinguish the fire or prevent it from spreading, but except as arranged with or requested by an officer in charge of a fire brigade under the *Fire Brigades Act 1942*, this power shall not be exercised in a townsite in an area which has been declared a fire district under that Act or in a townsite in which there is a fire brigade or volunteer fire brigade formed under the provisions of that Act.

As can be seen, these powers are very broad, but they do have limitations. They are not a blanket power to do anything and everything to fight a fire, so be aware of the restrictions.

FCOs also need to be aware of the roles and powers permitted by the local government as summarised in Part 2 –

- Section 2.2 Bush Fire Brigades Local Law
- Section 2.5.3 Administrative Policy, and schedule 2.5.3

FCOs also need to be aware of the requirement for training in the Local Law –

#### 1.6 Training of bush fire control officers

- (1) The local government is to supply each bush fire control officer and Captain with information and training materials which may be relevant to the performance of the bush fire brigade officers' functions, and any

amendments made from time to time.

- (2) Bush fire control officers are required to complete appropriate training as determined by the CEO, and which may include recognised prior learning, within 12 months of appointment, unless a course has been completed within the 4 years prior to appointment as a bush fire control officer.
- (2) Bush fire control officers are required to complete appropriate training as determined by the CEO, and which may include recognition of prior learning, at least once every 5 years.

## 30.2 Bush Fire Brigade Officers

### 30.2.1 BFB officers can be –

- operational (captain, lieutenants, fire weather officers), with their duties being described in small part by the BF Act, but mostly by Council through the BFB Local Law and policy.
- support (secretary, communications, training, equipment officers), with their functions and roles determined by the brigade and its captain.

As provided in the Bush Fire Brigades Local Law clause 3.3, Council appoints the operational officers, while others are at the brigade's discretion.

### 30.2.2 Operational positions

The local government appoints these positions from the FCOs for the Brigade area, in accordance with the Bush Fire Brigades Local Law –

#### 1.5 Duties of Captain and bush fire brigade officers

##### (1) The duties of the Captain include –

- (a) to provide leadership to bush fire brigades;
- (b) to monitor bush fire brigades' resourcing, equipment and training levels;
- (c) to liaise with the local government concerning –
  - (i) fire prevention or fire suppression matters generally;
  - (ii) directions to be issued by the local government to bush fire control officers (including those who issue permits to burn);
  - (iii) bush fire brigades; or
  - (iv) bush fire brigade officers;
- (d) to ensure that lists of bush fire brigade members are maintained in accordance with clause 4.3(1);
- (e) to report annually to the local government the office bearers of the bush fire brigade in the form of Form 12 of the Regulations;
- (f) to report to the local government not later than 30 April each year, for consideration and appropriate provision being made in the next local government budget, the status of a bush fire brigade's –
  - (i) training and readiness;
  - (ii) protective clothing;
  - (iii) equipment; and
  - (iv) vehicles and appliances;
- (g) to consider the nomination of persons to the local government for appointment as bush fire control officers by the local government;
- (h) to arrange for normal brigade activities as authorised by the Act or by the local government;
- (i) where a vacancy occurs in a position appointed under clause 3.3(1)(b) or (c), to –
  - (i) advise the CEO of the vacancy as soon as practicable; and,
  - (ii) make alternate suitable arrangements for that position until an appointment is made by the local government; and
- (j) to make recommendations to the local government for endorsement prior to implementation.



(2) The duties of other bush fire brigade officers are to support the CBFCO and Captain in their roles.

### 30.2.3 Other Brigade Officers

Other Brigade officers do not have any operational authority.

The Brigade can elect these as they see fit to assist with Brigade matters such as –

- ensuring training of members,
- maintaining current contact information, and keeping the Shire updated,
- making arrangements for vehicle and equipment checks – that both Brigade and privately owned equipment to be certain that it will operate correctly, and meets the necessary standards,
- communications –
  - o what training is going on, circulating contact information, vehicle and equipment check days
  - o as a central point for information / coordination during emergencies or other Brigade activities

### 30.3 Fire Weather Officers

As noted in section 29.8, the role of fire weather officers is defined by the BF Act. Their appointment is subject to Council resolution. While considered an operational appointment, a fire weather officer has no authority for fire operations.

## 31. COUNCIL BUSH FIRE CONTROL POLICIES

Policies are also made by resolution of Council, and several that relate to Bush Fire Control have been adopted as per the below extracts.

The full details of these policies are part of this document as they apply to all FCOs and BFB operational officers.

### 5.1 Bush Fire Brigades – Establishment

#### Policy Statement

1. The following Council Policy Schedules are adopted, and form part of this Statement –
  - 5.1 – Volunteer Bush Fire Brigades areas (see map earlier).
2. In accordance with the Bush Fires Act section 41(1) the following Bush Fire Brigades are established, and have the area as per Council Policy Schedule 5.1 Bush Fire Brigade areas –
  - Highbury;
  - Minigin;
  - Narrogin;
  - Nomans Lake; and
  - Ockley.

### 5.2 Bush Fire Brigades – Management

#### Policy Statement

1. Legislative context
  - a) Bush Fires Act –

The head of power for Council and FCOs to manage all fire related matters.
  - b) Work Health and Safety Act –

In place since 2020, this Act is often ignored or overlooked –

- Organisational responsibilities include –
    - o to carry appropriate insurance
    - o to provide training, PPE, resources
    - o to make certain vehicles are safe, roadworthy, fit for task and available for use.
    - o to ensure all levels of bush fire brigade volunteers and staff members act lawfully and appropriately.
  - Volunteer and employee obligations include –
    - o to act to ensure their own safety and welfare, and for those they are responsible for and are around them.
    - o to use PPE provided
    - o to undertake appropriate training
2. Application
    - a) While this policy specifically applies to Volunteer FCOs, where relevant, it also applies to those appointed due to their position as a Shire employee.
    - b) This policy also applies to FCOs appointed to dual roles on the nomination of other Shires.
  3. Appointment of Fire Control Officers
    - a) FCOs are appointed by Council or the CEO under delegated power, usually on the nomination of an FCO Meeting.
    - b) FCOs may also be appointed on the nomination of an adjoining Shire.
    - c) In accordance with the BFB Local Law, FCOs will be appointed by Council as the Captain and First Lieutenant of each Brigade, although their authority as FCO extends throughout the Shire.
  4. Term of Office
 

The Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer are appointed for a three year term.
  5. Fire Weather Committee
    - a) This Committee is not appointed by Council but is formed by the Chief BFCO to advise on weather conditions.
  6. Allocation of WAERN radios
    - a) Vehicles – each FCO
    - b) Base – each FCO, Fire Weather Committee members, Base Radio Operator (if not an FCO), Shire Office
    - c) Handhelds – Ranger, Narrogin Police, as arranged by CBFCO and CEO.
  7. Training
    - a) All Fire Control Officer’s (FCO’s) must as a minimum complete the FCO’s course training within the first 12 months of being appointed and complete a refresher at least once every 10 years.
    - b) A sub-committee consisting of the Chief Bush Fire Control Officer and the two (2) Deputy Chief Bush Fire Control Officers, be authorised to assess volunteer fire fighters competency with regards to the Rural Fire Awareness, Bushfire Safety Awareness, and Firefighting Skills and if satisfied, to recommend to the Shire’s CEO that their previous experience be accepted as Recognised Prior Learning (RPL), although FCO’s should be encouraged to complete the training.
  8. Fire Ground Plant Operations
    - a) Shire staff are not to operate any Shire plant on the fire ground unless appropriate Fire Ground Plant Operations training is completed.
    - b) Authorisation of staff to utilise Shire plant on the fire ground must be obtained prior to operation from:
      - CEO;
      - EMTRS; or
      - MO.

### 5.3 Firebreaks and Fuel Hazard Reduction – Inspection & Prosecution

#### Policy Statement

1. Firebreaks must be installed, and fuel hazard reduction measures taken each year by the date required by the Firebreaks and Fuel Hazard Reduction Notice.
2. The inspection of firebreaks is to commence not later than seven days after the required date.
3. The inspection is to be carried out by the Ranger or other person directed by the CEO, and preferably accompanied by an FCO.
4. In accordance with the Bush Fires Act s.56(1), FCO's are to report any firebreaks not in compliance to the CEO as soon as possible, for action.
5. The owner/occupier of a property found not to comply with requirements is to be sent a letter requiring compliance by a specified date not more than 10 days after inspection.
6. A second inspection of non-complying properties is to be carried out, after the specified date for compliance has elapsed.
7. Where a property remains non-compliant, the CEO is authorised without further notice, to –
  - a) issue an infringement notice, and
  - b) arrange for the carrying out of works so that the property complies, either using the Shire's own staff or contractors.
8. Where compliance has had to be arranged by the CEO, the full cost of achieving compliance, is to be recovered from the property owner either –
  - a) if completed by contractor – the cost invoiced by the contractor engaged, plus 10%, or
  - b) if completed by Shire staff and plant – at full private works rates.
9. Non-payment of an infringement notice or cost of achieving compliance is to be treated as a sundry debt, and appropriate cost recovery actions.

### 5.4 Harvest & Movement of Vehicles Bans

#### Policy Statement

1. After taking advice from fire control officers as may be available or appropriate, the following persons may determine a Harvest and Movement of Vehicles Ban is to be imposed and to arrange notification (in order of authority) :
  - a) Chief Bush Fire Control Officer;
  - b) Deputy Chief Bush Fire Control Officer;
  - c) Chief Executive Officer;
  - d) Executive Manager Development and Regulatory Services.
2. Notification of Harvest and Movement of Vehicles Bans are to be notified to:
  - a) ABC Radio, and other radio stations broadcasting locally;
  - b) Department of Fire and Emergency Services, Department of Parks and Wildlife;
  - c) adjoining Shires;
  - d) message placed on the Shire of Narrogin Fire and Harvest Bans Information line (answering machine);
  - e) by SMS broadcast.
3. On notification of a Harvest and Movement of Vehicles ban:
  - a) Shire plant on road reserves, in gravel pits etc outside the Narrogin townsite is to cease that activity.
    - o This restriction does not apply to legal use of vehicles on constructed public roads.
  - b) Shire crews undertaking activities that could be considered "hot work" (chainsaw, brush cutter, slashing etc) are to cease that activity.
    - o This restriction does not apply where –
      - the activity is within the Narrogin or Highbury townsite, and

- is on green grass/vegetation or surrounded by a clear area complying with the Fire Break and Hazard Reduction Notice.
- This exemption may be over-riden by a Total Fire Ban, which prohibits any hot work in the open air, which may be issued by Department of Fire and Emergency Services.

## 5.5 FCO Duties

### Policy Statement

1. Fighting fires is inherently dangerous. Matters within the control of each FCO, volunteer and person that add to that risk include –
  - a) absence of or inadequate management at the fire site (incident control, team leader)
  - b) failure to report to the person managing the fire, to follow their instructions.
  - c) inappropriate attire
2. In the event of an emergency, an FCO is to ensure the safety of firefighters –
  - a) Incident Control is to be established appropriate to the circumstances,
  - b) Any FCO or person in charge of a fire, or any other person authorised to do so, may order away from the fire, any person not wearing adequate and appropriate attire, e.g.: inappropriate footwear, synthetic fabrics, shorts, short-sleeved shirt etc.
3. In the event of an emergency, the FCO/Incident Control should provide relevant details to the Shire Office as able, in order to –
  - a) arrange support as needed,
  - b) respond to phone calls and enquiries from the community and others,
  - c) issue SMS broadcast if necessary.
4. Fire reports  
The appropriate FCO is to submit a written report on the forms supplied by the Shire, of any uncontrolled fires in their area.

## 5.6 Fire Fighting – Emergency plant hire

### Policy Statement

1. Approval is given to commit expenditure for the private hire of plant and equipment necessary for the efficient fighting and control of fires.
2. Person who may give approval for private hire of plant and equipment are –
  - a) Chief Executive Officer
  - b) Executive Manager Corporate & Community Services
  - c) Executive Manager Development & Regulatory Services
  - d) Executive Manager Technical & Rural Services
  - e) Manager Operations
  - f) Rangers.

Please check the Council's [Policy Manual](#) for full details of head of power, conditions of use etc.

## 32. COUNCIL FIRE CONTROL DELEGATIONS

Delegation can only be made or varied by resolution of Council. There are several that have been made that relate to Bush Fire Control, each having a number of conditions. The delegations are –

- 1.1 Appointment of authorised persons
  - Made to the CEO, sub-delegation not permitted by Council.

- Power to appoint authorised persons under the Bush Fires Act 1954 and Bush Fire Brigades Local Law 2017 to issue infringements (eg Rangers), issue burning permits (eg Fire Control Officers) during the restricted period etc.
  - Subject to conditions and utilising approved Forms and Procedures.
- 5.1 Issue of burning permits (during Prohibited)
- made to the CEO, sub-delegation not permitted by Council.
  - power to make standard instructions, conditions in consultation with the CBFCO.
- 5.3 Restricted burning periods – Variations
- made to the CEO, sub-delegation not permitted by Council.
  - subject to consultation with the CBFCO and others
- 5.4 Prohibited burning periods – Variations.
- given to Shire President and Chief Bush Fire Control Officer Jointly
  - sub-delegation not permitted by the BF Act
  - the power to vary the commencing or ending date of prohibited burning periods by not more than 14 days at a time.

Please check the [Register of Delegations](#) for full details of head of power, conditions of use etc.

Delegations are specific to the individuals named. The individual–

- cannot delegate the decision to another person, but may seek advice from any appropriate person, and
- must not exceed the condition placed on the delegation by Council.

Delegations may be made, amended or cancelled by Council resolution at any time, so they need to be checked from time to time.

#### 5.1 Issue of burning Permits (during the Prohibited Period) – CEO only

##### Functions to be performed.

1. The CEO is delegated power to issue, vary or prohibit burning permits in accordance with Bush Fires Act s.18 and Bush Fires Regulations r.15(1).
2. The CEO is delegated power, in consultation with the Chief Bush Fire Control Officer and the issuing FCO if possible, to review or vary the conditions of a permit issued or issue a permit if refused.
3. The CEO is delegated power to issue, vary or prohibit permits to burn clover in accordance with Bush Fires Act s.18 and Bush Fires Regulations r.16.
4. The CEO is delegated power to approve applications to burn a road verge vested in the care, control and management of the Shire, in accordance with the Bush Fires Act 1954 s.18(9), subject to the applicant obtaining the approval of the Dept of Parks and Wildlife.
5. The CEO is delegated power, in consultation with the Chief Bush Fire Control Officer, to issue instructions, restrictions or conditions relating to burning permits to apply generally throughout the Shire.

##### Conditions on use of delegation

None

##### Sub-delegation permitted to

Not permitted

#### 5.3 Restricted burning periods – Variations

##### Functions to be performed.

1. The CEO is delegated power under the Bush Fires Act 1954 s.18(5) to vary restricted burning periods,

#### Conditions on use of delegation

1. Prior to advertising the variation, the CEO is to consult with –
  - the Dept of Parks and Wildlife (DBCA) in accordance with s.18(5), and
  - the Chief BFCO if available, or Deputy Chief BFCO if Chief BFCO is unavailable.
  -

#### Sub-delegation permitted to

Not permitted

### 5.4 Prohibited burning periods – Variations.

#### Functions to be performed.

1. The Shire President and Chief Fire Control Officer are delegated power to jointly exercise the powers of Council under the Bush Fires Act 1954 s.17 (7), (8), (10) – prohibited burning periods.

#### Conditions on use of delegation

1. Should the Shire President be unavailable or hold joint office as Chief BFCO, the Deputy Shire President is deemed to be Acting Shire President in relation to this matter.
2. If the Chief BFCO is unavailable, the Deputy Chief BFCO is deemed to be Acting Chief BFCO.
3. The CEO is to be advised in order that public notification may be arranged.

#### Sub-delegation permitted to

Not permitted

## 33. GOVERNMENT STRUCTURES / ROLES

### 33.1 Department of Fire and Emergency Services

The Department of Fire and Emergency Services is the pre-eminent emergency agency in Western Australia for –

- structural fire,
- bush fire,
- road accident (other than injury)
- search and rescue, both land and sea.

They have verge large resources available in people, equipment and knowledge, and provide a great deal of funding to local governments for bush fire brigades through the Emergency Services Levy. The ESL provides funding for vehicles, equipment, PPE, training etc.

For major expenditure, there is a lead time for approval, and then the construction of the tanker or whatever. However, funding is available every year for PPE and training.

DFES has a wide range of courses for all levels of competency. Their training courses form the basis of assessment used by the Shire, for both the required training for appointment and as the comparison for assessment of any application of recognised prior learning (RPL).

As far as possible, the Shire will arrange training courses to be held locally.

DFES also keeps records of –

- training completed,
- service of brigade members, FCOs etc,
- details of registered firefighters,
- eligibility for the National Honours and Awards.

DFES has regional offices around the State, and the Narrogin office can be contacted at –

7 Wald Street, Narrogin

Ph: 68323110

### 33.2 Department of Biodiversity, Conservation and Attractions

Parks & Wildlife Service, as a division of the department, have a wealth of expertise and many resources that they may be willing to contribute to assist in an emergency.

### 33.3 Other Agencies

Other agencies may be able to assist in various ways, such as –

- Main Roads WA –
  - o ensuring that roads are clear of overhanging vegetation, clear of debris, bridges and culverts are safe etc.
  - o it should be assumed that their primary focus will be on roads that are their responsibility, and not on Shire controlled roads.
  - o it is unlikely that they would assist in any activities off roads.
- Western Power –
  - o by cutting power if there is a fire in a structure, or power lines through paddocks or bush that are on fire.
  - o by restoring power after the critical phase has passed
- Telstra –
  - o mobile communications
- Water Corporation –
  - o water supplies, mostly pipelines and standpipes, but they do also have some dams and tanks.

There are other agencies that can assist after an emergency, in the recovery phase. These are detailed in the Shire's Local Emergency Management Recovery Plan.

## 34. OTHER DOCUMENTS

There's a range of documentation available online for download or available via email on request, if you would it in full, including –

- Bush Fires Act 1954
- Bush Fire Regulations
- Shire of Narrogin Bush Fire Brigades Local Law 2017 (as amended)
- Shire of Narrogin Fire Control Order (reviewed annually)
- Shire of Narrogin –
  - o Delegations of Power
  - o Administrative Policy
- Department of Fire and Emergency Services –
  - o Bush Fire Service Training Program and Implementation Guides (April 2021)
  - o Guidelines for Operating Private Equipment at Fires (August 2022)
- Local Government Insurance Services –
  - o Local Government Bushfire Volunteers Returning Home Safe and Well (June 2021)
  - o Understanding WHS Obligations for Bushfire Volunteers (June 2021).

## 35. SHIRE VOLUNTEER BUSH FIRE BRIGADE OPERATIONAL PROCEDURES (BOP's)

From time to time the Shire of Narrogin with the authority of the Shire's Chief Executive Officer, will prepare BOPs to apply to all Volunteer Bush Fire Brigade's and their members as appropriate and detailed. (Refer Appendix 1).

## 36. BUSH FIRE BRIGADE REFERENCE HANDBOOK 23/24

From time to time the Shire of Narrogin with the authority of the Shire's Chief Executive Officer, will prepare Bush Fire Brigade Reference Handbook to apply to all Volunteer Bush Fire Brigade's and their members as appropriate and detailed. (Refer Appendix 2).

## 37. DFES VOLUNTEER PORTAL

When a Shire Brigade Volunteer firefighter first registers with the Shire, or through DFES, they will be assigned a Volunteer ID Number and login details to the DFES Volunteer Hub.

This Hub has a wealth of information about your role, and we encourage you to navigate through that Hub and follow any particular learning journey that your time as a volunteer allows. Please access the Hub from time to time and check your emails from DFES, as DFES 'pushes' information that occasionally relate to critical matters of crew or individual safety on the fire ground. Your commitment to staying informed enhances our collective efforts in ensuring a safe and effective firefighting environment.

Volunteers can access a series of onboarding screens to give you an overview of how to use the Volunteer Hub. It can be accessed here, once you have your Volunteer ID. [My BGU | DFES Department of Fire and Emergency Services](#) .

Information or queries on the Hub should be directed to DFES via email here: [volunteering@dfes.wa.gov.au](mailto:volunteering@dfes.wa.gov.au)

## 38. FREQUENTLY ASKED QUESTIONS

1. Is there an age limit?
  - a. Yes, you must be a minimum of 17 years old and no greater than 91 (as an active firefighter).
  - b. However, you must be capable of the requirements of the role being undertaken. A firefighting role is much more physically demanding than a support role.
2. Do I need a licence?
  - a. Yes, all active members must hold the relevant class of licence for the vehicle or machine being operated. The lack of the relevant licence will jeopardise any insurance claim on your behalf or for the vehicle.
3. What will it cost to join?
  - a. Nothing. All equipment and training are provided to you at no cost.
4. What if I am unable to attend training due to other commitments?
  - a. You should contact the person organising the training and let them know. Some training may be required for you to retain your appointment as an FCO.
5. What other training is available?
  - a. Once you have completed your basic training there will be many opportunities to attend more involved courses. These include Advanced Driving; Heavy Vehicle Driving; First Aid; Advanced Firefighting and Incident Control.
6. How will being a volunteer affect my workplace?
  - a. There are no laws in place to give volunteers any privileges in the workplace.
  - b. It is a courtesy to your employer that you advise them of your volunteer role, and discuss with them any impacts that might occur, so that they understand you may be called out or be required at any time.





Shire of  
**Narrogin**  
*Love the life*

# **VOLUNTEER BUSH FIRE BRIGADE OPERATIONAL PROCEDURES (BOP'S)**

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## History Summary

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Item	Date	Action	Description
1	18 October 2023		Approved/Endorsed by Chief Executive Officer
2.	22 February 2024	Added SOP	SOP 19 – Personnel involved in Water Bomber Refilling
3.	8 March 2024	Amended SOP	SOP 19 – Personnel involved in Water Bomber Refilling

Distribution of the Narrogin Volunteer Bush Fire Brigade Operational Procedures (BOP'S) will be via email or hard copy on request, and available via download from the Shire of Narrogin's website, to all Fire Control Officers, Shire CEO, EMDRS and Shire Rangers.

## 1. INCIDENT NOTIFICATION PROCEDURES

### A. BRIGADES

1. The Brigade member assuming the FCO or Incident Controller role at a fire incident shall notify the CBFCO or DCBFCO and the RANGERS.
  - i. when mobile to a fire incident and or
  - ii. upon arrival at a fire incident.
2. ASAP on arrival, provide a Situation Report (see Incident Controller Checklist in Handbook) to the CBFCO or DCBFCO and the RANGERS so situational awareness can be gained and an incident can be created if this has not already been done.
3. ASAP after arrival complete the “Operations Pre- Starts” and set up a Forward Control Point.
4. The IC will need to determine if a Bush Fire Advice, Watch and Act or an EMERGENCY WARNING will be required. If the RANGERS is not available, contact the Regional Duty Coordinator (contact number can be located in the FCO Handbook)

## 2. DRIVING GUIDELINES

### A. DRIVING CONDITIONS FOR BUSH FIRE BRIGADE PERSONNEL

- 1 All drivers must hold a current and appropriate class of driving licence necessary for the appliance being driven and not exceed the speed limit by more than 20km /hr.
- 2 Drivers holding “P” Plates may drive appliances as part of Driver Training, however, they are **not** to drive to or at emergency/incidents.
- 3 Driver is **not** to operate fire appliance for longer than a 12hour shift.

### B CODE 1

Unit to respond with due haste Life/Property in immediate danger.

1. Emergency Warning **Lights** at all times during travel and operation at incident.
2. **Siren** must be used during travel to incident.
3. **ALL** speed signs of the Road Traffic Act to be obeyed.
4. **All** Traffic Lights and Road Traffic Signals/Signs to be obeyed “Unless the driver of the Fire Appliance is confident that it is safe and expedient to “contravene” and that all other traffic will give way to the fire appliance.
5. Rail crossing signals and boom gates to be obeyed at **ALL** times as well as Roadworks signage and lollipop /Stop signs.

### C. CODE 2

When returning to fire station, attending training or exercises and general operations: -

1. **No** emergency warning lights and sirens are to be used.
2. **All** Road Traffic Codes to be complied with.

### D. DRIVING REQUIREMENTS FOR OFFROAD USE

1. Four-wheel drive vehicles may operate in 4x4 Low Range when driving off road.
2. Minimum speed to be used to ensure safety of occupants.
3. Exhaust brake were fitted to be engaged as required.

### E. GENERAL

1. Bush Firefighters must at all times, drive with due care and attention and continue to show consideration to other road users.
2. It is essential that the privileges granted by law are not abused.
3. Crew Care and Safety must be of paramount importance at all times when driving fire appliances.
4. Driver must not use 2-way radios whilst driving.
5. Warning Lights to be in operation at all times when brigade personnel are working off the appliance as other vehicle movement may prove a hazard.
6. Smoke hazard signs to be installed on roads where Bush Fire Brigades operating.
7. In order to improve visibility of fire appliances to each other during fires it is recommended that emergency lights & headlights be used.

### 3. PERSONNEL PROTECTIVE EQUIPMENT FOR BUSH FIRE BRIGADES ON THE FIRE GROUND

#### **STANDARD OF DRESS FOR ALL FIRE FIGHTING PERSONNEL WILL BE: -**

Personnel on the fire ground should be dressed in accordance with the minimum dress standard as specified below or equivalent. Personnel turning up to fires without the minimum requirement must be advised to dress properly or asked to leave the fire ground, or alternatively assigned a non-firefighting task.

All PPE remains under the property of the Local Government and must be returned once a brigade member ceases with the Brigade.

#### **MINIMUM STANDARD FOR BUSH FIRE FIGHTING**

Approved Proban Coveralls/ Jacket Pants (one or two piece) Bush Fire Service Approved Helmet as appropriate.

Fire Gloves, Goggles and Smoke Mask or Full-Face Respirator. Fire Boots are available.

EQUIVALENT STANDARD FOR FIREFIGHTERS is cotton/woollen long trousers, long sleeve shirt, safety boots, Fire Gloves, Goggles and Smoke Mask or Full Face Respirator. Helmet as appropriate.

- Depending on individual Brigade requirements, protective clothing may be kept in the Brigade's fire station, with appliances or held by members as part of their individual firefighting kit. Protective clothing must be worn on any operational duty.
- All Brigade personnel are responsible for the availability, condition, care and cleanliness of their own kit.
- Only correctly attired personnel will be allowed to crew Brigade appliances and be allowed on the fire ground.
- The appearance and conduct of the Shires Bush Fire Brigade members whilst wearing either operational dress or uniform is to be such that will not cause any criticism upon the Shires Bush Fire organisation.

## 4. USE OF THE AUSTRALASIAN INTER SERVICES INCIDENT MANAGEMENT SYSTEM AIIMS

### Introduction

All fire incidents no matter how large or small are more efficiently and effectively handled when they are well managed. In reality this means that during all fire incidents which occur someone must assume control and devote their time and energy to managing the situation. The Shire has adopted the AIIMS Structure to manage all fire incidents. Volunteer Bush Fire Brigades are encouraged to obtain training in AIIMS for effective management of emergency situations. (AIIMS Training is available online through the DFES Volunteer Hub)

### Initial AIIMS & FCP

Upon arrival at a fire incident, the Officer In Charge of the first arriving crew will assume responsibility as Incident Controller until relieved by an officer from the responsible agency for the fire. The relieving officer may be another Bush Fire Brigade Officer a DPAW, VFRS or DFES Officer.

Amongst the initial tasks arranged by the Incident Controller will be:

- The establishment of a Forward Control Point (FCP).
- Report incident to DFES Comms (The contact number is in the FCO Operational Handbook)
- The gathering of fire ground information, location of infrastructure, fire behaviour, rate of spread, fuel types, prevailing weather conditions, weather forecasts, topography and local knowledge.
- Initiate community warning level if appropriate through the Rangers.
- The establishment of what resource are already on the fire ground and if additional resources are required at the particular fire incident.

Understandably, the size of the fire and amount of resources involved will dictate the size of the AIIMS function, which is entirely flexible. AIIMS may be no more than a FCO with a map and Fire Diary on the bonnet of his vehicle. For large scale fires involving several agencies the AIIMS structure may involve a multi-agency team operating from a sophisticated, complex FCP.

Where the size of the fire incident so dictates, Brigades will request assistance from the Shire to establish and maintain an AIIMS structure for a fire incident.

### COVID

Brigade Members must adhere to the directions by the State Chief Health Officer given to Emergency Service Volunteers eg Covid.

## 5. DRUG AND ALCOHOL CONSUMPTION

1. The Shires Bush Fires Brigade personnel must **NOT** respond to an incident or participate in any Bush Fires operation if alcohol has been consumed in quantities that may reduce the judgement and capacity of the individual to act and undertake responsible action.
2. Alcohol must **NOT** be consumed by personnel whilst undertaking any task or function associated with incident response, suppression or recovery phases.
3. Alcohol must **NOT** be consumed by personnel whilst engaged in training activities associated with operational tasks.
4. When driving, personnel must comply with Road Traffic Regulations.
5. The Shires Bush Fire Brigade personnel must **NOT** respond to an incident or participate in any Bush Fire operations if non-prescription illegal drugs have been taken or prescription drugs are affecting your ability to work in a safe manner.



## 6. INCIDENT REPORTS

### **FIRE/INCIDENT REPORTS**

All Shire Bush Fire Brigades are to complete a Fire/Incident Report Form **every time** they are mobilised in response to **any fire or incident or false alarm. This can be done over the phone by contacting the Rangers who will in turn complete the form and submit to records and finalize in DFES's OMS.**

The report should be completed as soon as possible after a fire (preferably within 24hrs) however; the paper report should be submitted **within seven days** of the fire/incident.

### **SUSPICIOUS FIRES**

Where Bush Fire Brigades attend fires where there are suspicions that the fire may have been deliberately lit, in addition to the Fire/Incident Report, the FCO or Rangers is to complete a Wildfire Attendance & Information Report. (Located on the DFES Volunteer Hub) The report should be forwarded to the Shire **within 24 hours of the fire.**

All care should be taken to preserve the fire area near to the ignition point and police will be notified. The purpose of this latter report is to assist the Arson Squad with its investigations.

## 7. ROAD CLOSURES

Fire burning on or near road verges, or fire that may impact a road within a time frame with smoke obscuring vision, is potentially the most dangerous situation in which volunteers and the general public can find themselves. More firefighters have been killed or injured in this situation than any other firefighting activity.

Where a road closure would directly or indirectly assist the Shire Bush Fire Brigades in its efforts to extinguish or control a bush fire, then the road MUST be closed by a Bush Fire Control Officer pursuant to Section 39(1) of the Bush Fires Act. The same road closure action may also be taken by a Brigade Captain or the most Senior Member of the Bush Fire Brigade under Section 44 of the Act.

**IT MUST BE EMPHASISED THAT ANY ROAD CLOSURE MUST ONLY BE FOR THE PURPOSE OF CREW SAFETY, FIRE FIGHTING OR THE EFFECTIVE MOVEMENT OF FIRE FIGHTING APPLIANCES / MACHINERY.**

Extreme caution must be taken and the following procedures must be followed at all times: -

- The Incident Controller will request immediately support from Shire Officers to provide traffic control through the Rangers / Works Manager, Police or Main Roads.

### **Volunteers Controlling Traffic**

- Until traffic assistance is in place, traffic control of the immediate fire area may be conducted by properly dressed Firefighters, as issued by the Shire. **Firefighters are NOT to give alternate directions / detours to motorists when roads are closed as this is done by Main Roads or the local Shire. Road closures should be at an intersection to assist traffic in exiting the area.**

**BRIGADE PERSONNEL HAVE A DUTY TO THEMSELVES AND THE TRAVELLING PUBLIC TO ENSURE THAT ALL OPERATIONS ARE PERFORMED WITH MAXIMUM SAFETY.**

**NO ROAD IS TO BE RE OPEN UNTIL AN INSPECTION OF THE ROAD VERGE HAS BEEN COMPLETE BY A SHIRE OR MAIN ROADS OFFICER AND GIVEN THE ALL CLEAR.**

## 8. REFUSE SITE FIRES

### **NOTIFICATION**

All fires occurring within the Refuse site including garden refuse areas or bush areas, are to be reported to the Rangers, Environmental Health Officer or another authorised Shire Officers. The Shire will then notify the necessary agency - Department of Environment and Regulation.

### **RESPONSE**

Brigade Response will be as for a Rural Type Fire or as indicated in their Brigade Response Plan.

- The Volunteer Fire & Rescue Service are to be requested to attend the incident if a Hazmat fire or there is potential to become a Hazmat Incident.
- Brigade members to remain clear of danger zone, remain up-wind of incident. Attend to adjacent vegetation fires **if it is safe to do so.**

### **NOTE**

If tip site involved includes a pit/trench area, Brigade members are to remain above ground level at all times.

- If incident is confirmed to be hazardous, Brigade members will assist Fire & Rescue Service who will assume the Lead Combat Authority Role.
- Consideration will be given to evacuation of persons likely to be affected by fire products.
- If incident is confirmed to be nonhazardous by Fire & Rescue Service or Shire Officer, Councils Waste Coordinator or the Fire Control Officer present, Brigade members can become involved in Fire Suppression as directed by the Incident Controller.

**It cannot be stressed too strongly that to act without specialist advice is dangerous and that it is essential that safe Operating Procedures are adhered to in responding to all refuse site fire situations.**

## 9. INCIDENT NOTIFICATION

### Initial Notification

Notification of fires can take place at any time during the day or night. In some instances, fires are reported through the Emergency Triple '000' system which in turn results in VFERS being notified for fires within the Gazetted town site. Bush Fire Brigades will be notified for all fire reported outside the gazetted area. DFES Comms notifies one of the following in order of precedence as per Local Government 000 Agreement:

- Shire of Narrogin Chief Bush Fire Control Officer;
- Shire of Narrogin Deputy Chief Bush Fire Control Officer;
- Shire of Narrogin Rangers; and
- DFES Regional Office – DO.

Alternatively, notification of fires by members of the public (not through the '000' system) may be directed to:

- The Shire of Narrogin on – 9890 0900
- The Fire Control Officer (FCO) for the Brigade area where the fire has been reported,
- Brigade Areas WhatsApp group

Once the Shire of Narrogin, CBFCO, DCBFCO or Rangers are notified of a fire within the area of responsibility they will in turn:

- Alert the applicable FCO or Brigade members that a fire has been reported in their Brigade area and register the incident with DFES Comms.
- Provide assistance were requested to the Brigade in terms of Incident Management, backup resources logistics, & weather forecasts.
- Where the reported fire has potential implications for either DBCA or VFERS, notify those agencies.

### Brigade Internal Call Out Procedures

The Shire of Narrogin's Volunteer Bush Fire Brigades are encouraged to devise and arrange their own internal call out procedures in order to mobilise Brigade resources. These internal procedures may utilise:

- SMS through DFES.
- SMS through the Shire SMS system
- VHF or UHF radio facilities.
- The local telephone system.
- WhatsApp

Brigades should compile, continually revise and update call out lists for all their members. These call out lists should include details of members names, their addresses and contact details (both working and after-hours contacts are preferable).

## 10. FIRE LIGHTER FUEL / DRIP TORCH

All Shire of Narrogin Volunteer Bush Fire Brigades are to use the 75% diesel to 25% unleaded in Firelighters.

Refer to manufacturer's instructions for further details on safety and maintenance.

## 11. ACCIDENT / PROPERTY LOSSES REPORTING

Any loss or damage of appliance, equipment and apparatus either of the bush fire brigade or private property owned that is used under the direction of the Incident Controller or another officer of the bush fire brigade is covered by insurance.

All injuries and near misses are to be reported to the Incident Controller who will organise the appropriate response to the circumstances.

Injury, near misses and damage to a vehicle/s will be reported to the Rangers who will complete the shires Incident Report Form and submitted to the OSH Committee by the Rangers for review.

## 12. ELECTRICAL HAZARDS

Once an electrical hazard has been identified the following procedure must be followed:

### Pole Top Fires

On arrival at the incident treat all wires as live.

Secure the area from personnel and members of the public.

Determine a safe distance from the hazard. **Minimum safe distance for low voltage wires is 10 metres.**

Tape area off; if this is not possible appoint an officer to stay at location.

Notify Western Power through DFES COMMS or on the Western Power 13 13 51.

The following information will be required:

- Pole number from the nearest safest pole;
- Address/ nearest intersection;
- Are there lines down; and
- How many poles have been affected.

### Structural Fires

If the electricity is to be disconnected, it is the responsibility of the officer to check that power is switched off at the main board and that the fuses have been removed.

When disconnecting the power supply:

- The switch is to be operated with the back of the hand at arm's length.
- The officer's head is to be turned away to avoid possible flash injuries.

### 240 Volt Power Generated by Solar Panels

All Emergency Services responders should be aware that if attending an incident at a property that has Solar Panels installed, there is the potential for live 240v power to be circulating through the property even though the mains switchboard has been isolated and fuses removed.

Only engage in firefighting activity if you have direct knowledge and/ or are training in Solar Panel firefighting.

## 13. ENTRAPMENT AT A BUSH FIRE

### Maintain Situational Awareness:

- Ensure crews are initially briefed on the task and risks.
- Ensure crews remain aware of the current and forecast situation.

### Maintain Sound Work Practices:

- Maintain the minimum 25% water reserves on appliances for personal protection.
- Undertake suppression tasks with due reference to **LACES**:
  - L – LOOKOUT.** Seek positions of observation and regularly patrol.
  - A – AWARENESS.** Maintain situational awareness and act decisively.
  - C – COMMUNICATION.** Be in communication.
  - E – ESCAPE ROUTE.** Consistently re-assess potential escape routes.
  - S - SAFETY ZONE.** Work from a known anchor point.

### Ensure all crews understand the DEAD MAN ZONE

#### BURNOVER PROCEDURE FOR DFES APPLIANCE

**Note** - Do not hose down crew members with water prior to the fire front passing as the conduction of heat through the clothing may induce steam burns.

- Activate the EMERGENCY AVL BUTTON as per training / guidelines.
- Transmit EMERGENCY message. EMERGENCY EMERGENCY EMERGENCY
- Activate beacons / emergency warning devices and siren.
- Request aerial assistance if available.
- Close hose lines and all crews return to vehicle.
- Park appliance on a burnt/ clear area in a position that affords as much protection as possible for the crew. With the rear of the appliance facing the fire front.
- Conduct a head count to ensure all the crew are present.
- Take cover in the cabin. Activate the WATER DELUGE SYSTEM from the appliance.
- Dress in full PPE if not already and activate the IN-CAB AIR as per training / guidelines.
- Crew to cover with blanket/ protection.
- STAY INSIDE THE VEHICLE
- Stay in the vehicle until the fire front has passed and the temperature has dropped outside.
- Immediately after the fire front has passed, account for all crews and check the vehicle for damage. STAY TOGETHER
- Wait for assistance.



**After the fire front has passed:**

Exit the vehicle once the fire front has passed. (be careful as internal / external parts will be extremely hot)

Take portable radios and First Aid Kit to a safe area.

If able to radio the control point and give a SITREP.

Stay covered in PPE and blankets and continue to drink water and wait for assistance.

**BURNOVER PROCEDURE FOR FARMER FIRE FIGHTING UNITS**

- Transmit EMERGENCY message.
- Close hose lines and return to vehicle.
- Park vehicle on a burnt / clear area in a position that affords as much protection as possible for the crew. With the rear of the vehicle facing the fire front.
- Set up deluge system if there is one on the unit.
- Take cover in the vehicle.
- Dress in full PPE if not already.
- Get below the glass windows to shield from radiant heat.
- Leave the engine running and have the air conditioning on recycle.
- Crews to cover with a blanket if one is available. Stay in the vehicle until the fire front has passed and the temperature has dropped outside.
- Immediately after the fire front has passed, account for all crews and check the vehicle for damage. STAY TOGETHER.
- Wait for assistance.

**After the fire front has passed:**

- Exit the vehicle once the fire front has passed. (be careful as internal / external parts will be extremely hot)
- Take portable radios and First Aid Kit to a safe area.
- If able to radio the control point and give a SITREP.
- Stay covered in PPE and blankets and continue to drink water and wait for assistance.

## 14. BURNOVER BLANKET DFES APPLIANCE

Burnover blankets are a piece of equipment for protecting firefighter out on the fire line. The blankets are made from light weight, patented material (not wool). The blanket is located in the red protective sleeve or bag, mounted in the DFES / Shire appliance.

The blanket is 2m x 2m in size and each blanket can only be used once. There is one blanket per seat in appliance.

### Using the Blanket

- First locate the blanket in the appliance. The blankets are fixed in positions appropriate to the appliance and must not be relocated.
- Make sure you are aware of the location of the blanket in the vehicle that you use.
- Obtain the blanket from its storage bag by lifting the flap and remove the vacuum-packed blanket.
- Open the plastic wrapping by tearing from the top then expanding the tear so the blanket can be removed easily.
- Straight pull towards you to start with, and then rip sideways. Removing the blanket from the cover and disregard the cover out of the appliance.
- Unfold the burn over blanket fully and cover yourself completely.
- Remain covered and get below the window level of the appliance until the fire has passed.
- The whole process including locating and deployment should take 20 seconds or less.

## 15. RED FLAG WARNING

Red Flag Warnings are a message system that provides a process to ensure critical information (such as weather changes) is confirmed as received by all at an incident.

- Red Flag Warnings are to be precise messages which convey present or impending hazards to responders. E.g. weather changes, fire behaviour, equipment failure etc.
- Red Flag Warning are to be initiated within the command hierarchy – IC.
- Red Flag Warnings are to be passed onto all personnel at the incident, including those from other agencies and private contractors.
- At all levels, red flag warning are to be acknowledged on receipt through confirmation of the message back to the sender.
- The transmission, receipt and acknowledgement of Red Flag Warnings are to be logged.

### *Standard message*

**RED FLAG WARNING.** *Personnel are advised of <actual forecast where appropriate> conditions that may present a hazard to personnel as follows< actual / forecast conditions>. Personnel are to < describe specific actions required to be taken > This message is to be passed on to all personnel on the fire ground. This information must be written in your fire diary.*

### **Acknowledge**

## 16. AUTOMATIC VEHICLE LOCATOR – AVL

The AVL system provides real-time visibility of appliances especially during large scale bush fires and provides automatic features to support crew safety. The AVL system also includes an emergency distress button to be used in emergency situations. When activated it sends an alarm to the DFES Communications Centre. The system records the vehicle location, speed, and if lights and siren have or are being activated. DFES Officers, Rangers and authorised Brigade Officers have access to the link to track appliance locations across the state.

### Procedure

- **Testing of the AVL system is to be carried out on a monthly basis** to keep the system updated with new software. This should be done as close to the first of each month as possible. Testing diagram located in the appliance.
- The system is connected to the 3G network and if this is not available the system will link to a satellite.
- Under normal conditions the light will be showing GREEN.
- To activate the emergency button HOLD IT DOWN FOR 4 SECONDS the green light will turn RED until DFES Comms acknowledges, then the light will show GREEN again. Once activated DFES Comms will contact the Incident Controller for the fire, the Duty Officer for the region or the Rangers to follow up.
- If for any reason the button is accidentally activated and the light stays solid red (not flashing) ring DFES Comms to notify them of the mistake.
- Refer to Operational brochure and general information sheet that is located in the appliance for further information.
- Any issues with the system please contact the Rangers to follow up.

## 17. ROAD VERGE BURNING PROCEDURE

The Road Verge Burning Procedure is to provide clear guidelines for the burning of road verges throughout the Shire of Narrogin.

### Procedure

- Approval must be obtained for all roadside burning (12 months of the year.)
- A Permit is to be issued prior to any road verge burn in accordance with this procedure.
- The Shire's Chief Executive Officer or nominated representative are the only officers authorised to issue burning permits for hazard reduction burns along road verges and only after a site inspection has been carried out by authorised persons.
- Burns are to be conducted by the relevant Bush Fire Brigade member or authorised Shire Staff. No road verge burning may be carried out by individuals unless authorised.
- No authority can be given by an officer of the Shire or Fire Control Officer to burn roadside verges that are not under the control of Shire, unless written approval has been received from the controlling body.
- Site inspections will take into consideration the environment impact on the road verge, the potential hazard the verge would pose in the event of bush fire and the weather patterns and forecast for that time of year.
- Permits to burn road verges will only be issued to Brigade Fire Control Officer or member of the public and authorised Shire staff and are to state the measures that must be taken using the following broad guidelines.
- Prevent damage to infrastructure (i.e. Telstra infrastructure, culverts and fencing);
- Where native vegetation is present (depending on species) minimise damage and where possible, carry out burns in autumn or spring;
- Ensure acceptable weather conditions have been considered;
- Comply with normal permit requirements;
- Only one side of a road to be burnt in any one year;
- No single hazard reduction burns to exceed 500 metres along a single road verge;
- Adjoining strips may not be burnt within three years;
- Adjacent verges are not to be burnt within three years.

If a larger burn area is required a risk-based assessment of the surrounding area will need to be completed including:

- Fuel tons per hectare.
- Assets and locations.
- Vegetation type.
- Fire History.
- Weather patterns.

- The use of fire to abate fire hazards and to clear roadside drains should be confined to area where distinct hazards, high ignition risks and high values can be identified. In general, these related to road verges where native plant species have been replaced by annual weeds and grasses. Where possible mowing and approved herbicide treatment is to be used as opposed to road verge burns.
- On approval of a road verge burn, a Traffic Control Plan will be prepared and implemented when necessary, by Shire staff or its appointed contractors.

## 18. UNDERSTANDING WHS OBLIGATIONS FOR SPONTANEOUS VOLUNTEERS IN WILDFIRE SITUATIONS

As Volunteer Fire Control Officers (FCOs) and Incident Controllers for wildfires in the Shire of Narrogin, it's essential to be aware of your responsibilities when spontaneous volunteers offer assistance. These individuals are community members who step forward to help in response to a wildfire but may not have formal training or registration with any Brigade. Ensuring their safety, as well as the protection of the Shire, other volunteers on the fire ground and its personnel, is paramount.

Here is a summary of key rules and procedures to follow:

### 1. Identification and Registration

Spontaneous volunteers should be recorded (where known) on the resource and personal log. They should be recorded 'on' and 'off' after any shift, helping to track their involvement and safety.

### 2. Task Assignment

Limit spontaneous volunteers to generalist tasks that do not involve high-risk activities. Assign duties that align with their capabilities and experience.

### 3. Supervision

Spontaneous volunteers should as far as practical be supervised while performing tasks or deployed where risks are lower. This oversight ensures their safety and helps prevent potential accidents.

### 4. Safety Information

Provide spontaneous volunteers with appropriate information about safety protocols. Ensure they understand and adhere to these procedures.

### 5. Personal Protective Equipment (PPE)

Ensure that they are advised to have adequate and suitable personal protective equipment and clothing. Be satisfied that they understand then risk and that they have some previous experience relative to the risks.

### 6. Use of Private Equipment

Recognise that private equipment may be offered for and involved and used in wildfire control efforts. Such equipment must be adequate and licensed and safe for off and on road usage in smoke filled / night time and high risk environments.

### 7. Control and Communication

When emergency services are activated, all personnel, equipment, and facilities fall under the Shire's control. Clear communication regarding the shift from individual to volunteer status is essential. Ensure that reasonable information, training, and instructions are provided before engaging any equipment, prioritising safety for all involved parties.

It's crucial to understand that the Western Australian Work Health and Safety (WHS) Act applies to all workplaces, including volunteer operations. The law treats volunteers as workers, obligating the Shire to provide the same level of protection to both paid workers and volunteers.

By following these rules and procedures, you can ensure the safety of spontaneous volunteers, your own personnel, and the community during wildfire events. This approach not only safeguards everyone involved but also ensures that public liability coverage and personal accident insurance for spontaneous volunteers are in place, providing protection in case of any claims.

Remember that the management of spontaneous volunteers is a shared responsibility among all stakeholders, and your role as FCOs and Incident Controllers is critical in coordinating their involvement effectively while prioritising safety.



## 19. PERSONNEL INVOLVED IN WATER BOMBER REFILLING

This Procedure documents the protocols and processes to enable effective, safe and reliable operations of a water and retardant refilling service for Water Bomber Aircraft (Fixed Wing - Single Engine Air Tanker or SEAT Aircraft) resourcing at Narrogin Airport during emergency events activated by DFES through DBCA.

### 1. Activation

Activation of the need for Water Bombers is as per DFES and DBCA approved SOPs and typically through DFES and via request of the Incident Controller / FCO.

### 2. Water Provision

The provision of available water for fires in the Shire of Narrogin is the responsibility of the Shire of Narrogin, which, during an emergency, can be reimbursed from DBCA if external costs are incurred (water purchase and or carting). With the introduction of a 5 megalitre stormwater dam at the Airport and 500,000 litres of onsite storage tanks three (3) in February 2024, the refilling (by water trucks) will be all but made redundant. The refilling of the water storage tanks (if or as required) will be by diesel fuel pump, activated by Shire staff.

### 3. Refilling Crew Requirements

A minimum recommended crew of two (2) persons is required for the refilling of water and foam retardant and any time with shift changes as required depending upon the duration of an event.

### 4. Refilling Procedures

The task of refilling water and foam to water bomber aircraft will be executed in accordance with a Safe Work Method Statement (SWMS) or Job Safety Analysis (JSA) supplied and approved by DBCA/DFES in accordance with the attached Single Engine Air Tanker SOP (no. 224) (Available from DBCA). Only individuals who have undergone the necessary training are to be deployed or called upon for this task and whom have supplied the appropriate PPE as detailed in the SWMS/SOP No. 241 PPE – Aviation Operation (Available from DBCA).

### 5. PPE Approved (As detailed in SOP 241- Personal Protective Equipment – Aviation Operations)

All Shire employees or Shire volunteers conducting SEAT loading operations shall wear:

- Leather work boots;
- Approved protective uniform (Shire issued long sleeved pants and shirts or SES or VBFS issued protective clothing);
- eye goggles or wrap around safety sunglasses;
- hearing protectors (not foam ear plugs); and
- approved protective gloves if handling foam concentrate or chemical retardants.

## **6. Proposed Ground Crew Call Out Order:**

Is detailed in the joint DFES / DBCA WA Aerial Suppression Operating Procedures (amended from time to time) (Available from DBCA)

The Order shall be generally as follows:

1. DFES's SES registered auxiliary member volunteers
2. Shire's VBFB registered auxiliary member volunteers
3. DBCA employees
4. Shire employees

## **7. Coordinator**

A designated first contact person at DBCA will coordinate the call-out roster system. Responsibilities include assessing availability, coordinating resources, and ensuring the efficient deployment of water bomber refilling teams.

## **8. Contact List**

A contact list of trained and or to be trained Volunteers of the SES, Shire's VBFB Units and Shire Employees is separately maintained by DFES and the Shire and supplied to DBAC/DFES from time to time and prior to 1 October of each year. Other than trained Shire employees, all volunteers of the Shire undertaking water bomber refilling shall be registered with one of the Shire's five (5) Volunteer Bush Fire Brigades as either a full member or auxiliary member. All volunteers of the Shire will be issued a copy of the Position Description for their role as a volunteer Water Bomber Refiller.

DFES have been requested to create and maintain a WhatsApp contact list entitled 'Narrogin Water Bomber Refiller Contacts' for Staff and volunteers of DFES or the Shire that have been trained in the required course to enable DBCA to expediently 'Group Contact' those on the list to ascertain their availability for particular activations or events.

## **9. Registration and Training**

A call-out list of Shire volunteers will be created, including those trained and those to be trained. Maintenance and updates of this list will be a responsibility of the Shire.

A call out list of DFES volunteers will be created and maintained by DFES.

## **10. Promotion and Training**

In order to maintain skills and a ready supply of trained volunteers, the DBCA and DFES with support of the Shire, will provide and promote free training and refresher courses in Water Bomber Refilling at least annually.

## **11. Task Assignment**

The call-out roster system will activate during emergencies, prioritising registered volunteers based on their training status. DBCA and Shire employees will be called upon if the volunteer pool is insufficient.

## **12. Review**

This Procedure and the agreed contact / callout procedure to be agreed by DFES, Shire and DBCA and reviewed as required.

# BUSH FIRE BRIGADE REFERENCE HANDBOOK

## 2023/2024



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## History Summary

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Item	Date	Action	Description
1	18 October 2023		Approved/Endorsed by Chief Executive Officer

Distribution of the Narrogin Bush Fire Brigade Reference Handbook will be via hard copy and available via download from the Shire of Narrogin's website, to all Fire Control Officers, Shire CEO, EMDRS, Shire Ranger and WA Police (Narrogin).

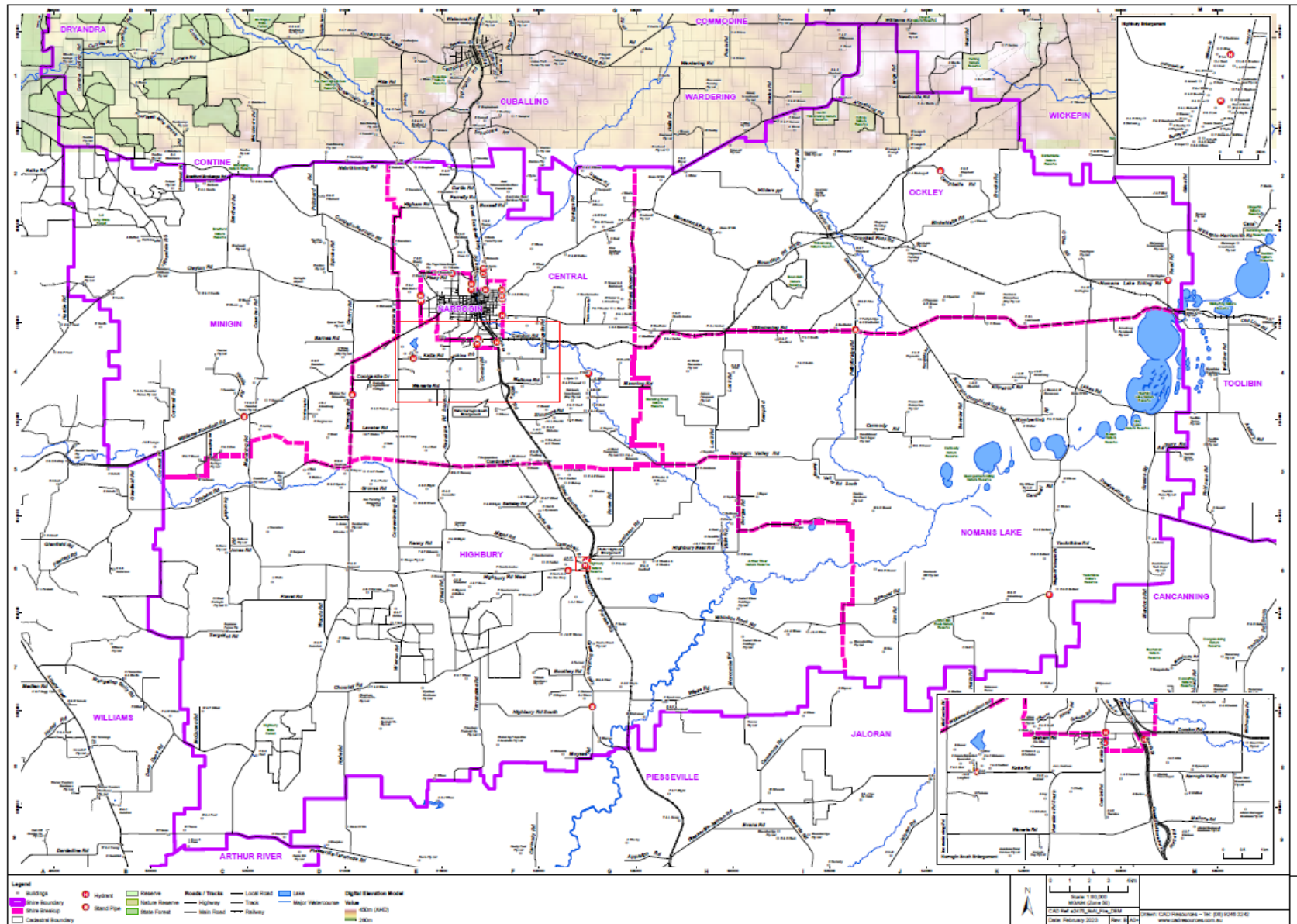
## SHIRE OF NARROGIN FIRE CONTROL STRUCTURE

Position	Name	Contact
Chief Bush Fire Control Officer (CBFCO)	Pip Porter	0429 859 041
First Deputy CBFCO	Vern Gibson	0428 108 274
Second Deputy CBFCO	Stuart Moyses	0427 859 029
Base Radio Operator	Stuart Moyses	0427 859 029
Senior Ranger/Shire FCO	Guy Maley	0448 873 207
Ranger/Shire FCO	Noel White	0445 324 862

### Register of Bush Fire Brigades AND Brigade FCO's (Form 12, Regulation 41 of Bush Fires Act 1954)

Bush Fire Brigade	Brigade Rank	Fire Control Officers	Contact
Highbury	Captain	Pip Porter	0429 859 041
	1 <sup>st</sup> Lieutenant	Stuart Moyses	0427 859 029
	2 <sup>nd</sup> Lieutenant	Murray Saunders	0427 811 100
Minigin	Captain	Clayton Hardie	0408 845 278
	1 <sup>st</sup> Lieutenant	Lewis Hardie	0409 845 267
	2 <sup>nd</sup> Lieutenant	Russell Ashley	0428 815 859
Central	Captain	Vern Gibson	0428 108 274
	1 <sup>st</sup> Lieutenant	Jon Rick	0428 584 467
	2 <sup>nd</sup> Lieutenant	Leigh Ballard	0428 832 095
Nomans Lake	Captain	Nathan Walker	0428 827 027
	1 <sup>st</sup> Lieutenant	Daryl Kilpatrick	0400 429 516
	2 <sup>nd</sup> Lieutenant	Vacant	
Ockley	Captain	Troy Smith	0429 637 240
	1 <sup>st</sup> Lieutenant	Keiran Quartermaine	0429 889 838
	2 <sup>nd</sup> Lieutenant	Braden Lange	0428 717 242

# BUSH FIRE BRIGADE BOUNDARIES





## **CALL OUT PROCEDURE**

### **RESPONDING TO ALL FIRES – ALL HOURS**

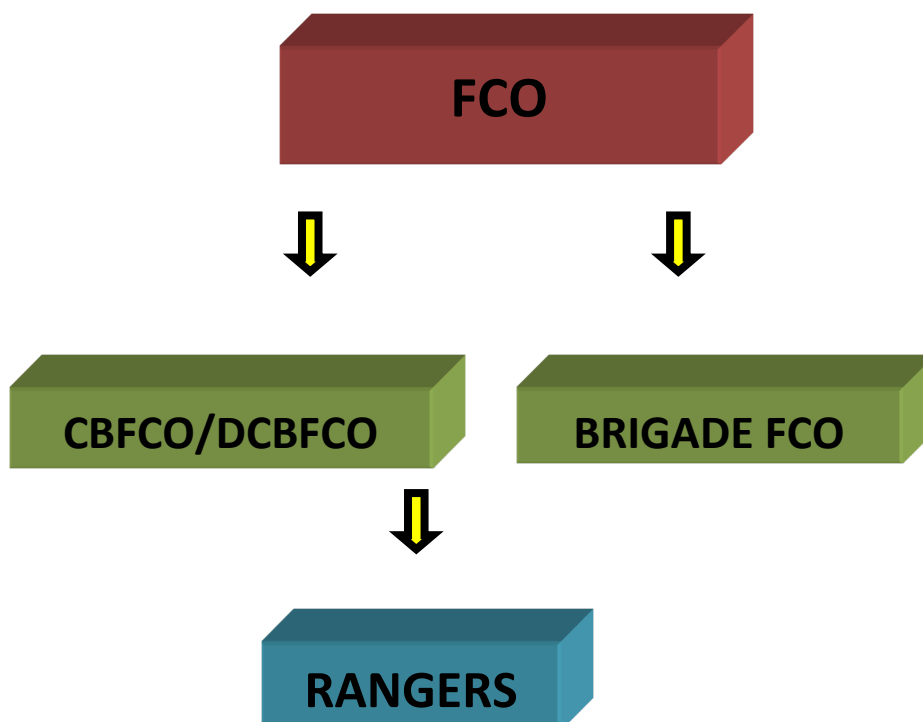
In order of precedence:

- Triple Zero (000)
- The Chief Bush Fire Control Officer
- The Fire Control Officer for the Brigade area where the fire has been reported
- Rangers – Mobile 0448 873 207

Once the Shire of Narrogin (Rangers) or CBFCO are notified of a fire within the Shire of Narrogin's area of responsibility they will in turn:

- Alert the applicable FCO or Brigade members that a fire has been reported in their Brigade area through the Brigade call out SMS system, WhatsApp, Phone or Bush fire radio.
- Provide assistance were requested for the Brigade in terms of backup resources, logistics & weather forecasts, road closures etc.
- Where the reported fire has potential implications for either DBCA or VFERS, notify those agencies.
- VFERS to be mobilized through DFES Comms for all fires where property (houses, sheds etc) has the potential to come under threat by fire.
- Property damage, personal injuries and near misses need to be reported to the Incident Controller who in turn will report to the Rangers ASAP.

### **FLOW CHART**





## CALLING OUT HEAVY MACHINERY

Before any earthmoving equipment is organised, for other than the Shire of Narrogin, authorisation must be received from one of the below Shire Officers, with clarification of the following:

- Will the work be completed on a voluntary basis or does the machine operator expect payment as a contractor.
- Chief Bush Fire Control Officer
- Rangers

**An authorised person (as per above or nominated) is to ensure that DFES permission is sought and that insurance is in place for the vehicle/machines operating on a contractor or paid basis to cover any damage that may be sustained to the machine.**

Without authorisation, the Shire may not be able to cover the costs of the machinery hire from DFES.

**ALL MACHINES ARE TO BE APPROVED BY THE INCIDENT CONTROLLER OR AUTHORISED OFFICER PRIOR TO ENTERING THE FIRE GROUND AND MUST HAVE A SUPPORT VEHICLE IF WORKING IN AN ACTIVE FIRE AREA**

If the Shire does not have suitable machinery to manage the works required eg Bulldozer a request can be submitted to the DFES Regional Duty Officer for approval for DFES to cover the hire cost. This process must go through the CBFCO DCBFCO or Rangers as a Machinery Logs Slip MUST be completed and forwarded to DFES.

### EARTHMOVING CONTRACTOR CONTACTS

**Refer to Machinery List in the Local Emergency Management Arrangements**

Farm owned equipment may be used providing:

- PPE – appropriately dressed
- The machine is fitted with roll over protection structure
- The machine has a fully enclosed cab
- The machine is suitable and capable of performing the tasks required
- An inspection of the machinery is required before engagement to record any prior damage.

### **FIRES BURNING IN DPaW RESERVES**

**DBCA Officers must be contacted prior to organising machinery**

### **DEPARTMENT OF PARKS & WILDLIFE**

**Great Southern District Narrogin Office ph: 08 9881 9200**

**Air support (Water Bombers) are available through Rangers (mbl: 0448 873 207)**

**or DFES Duty Officer 1800 314644**

# SHIRE OF NARROGIN COMMUNICATIONS PLAN BFB

**INCIDENT AREA – SHIRE OF NARROGIN**

**IC**  
Name:  
Phone:

**HB 285**  
Alt ?

**Ops Officer**  
Name:  
Phone:

**HB 285**  
Alt

Left Flank

Right Flank

**S/C Alpha**  
Name:  
Phone:

**S/C Bravo**  
Name:  
Phone:

**S/C Mike**  
Name:  
Phone:

**S/C November**  
Name:  
Phone:

**UHF CB**  
5

**UHF CB**

**UHF CB**

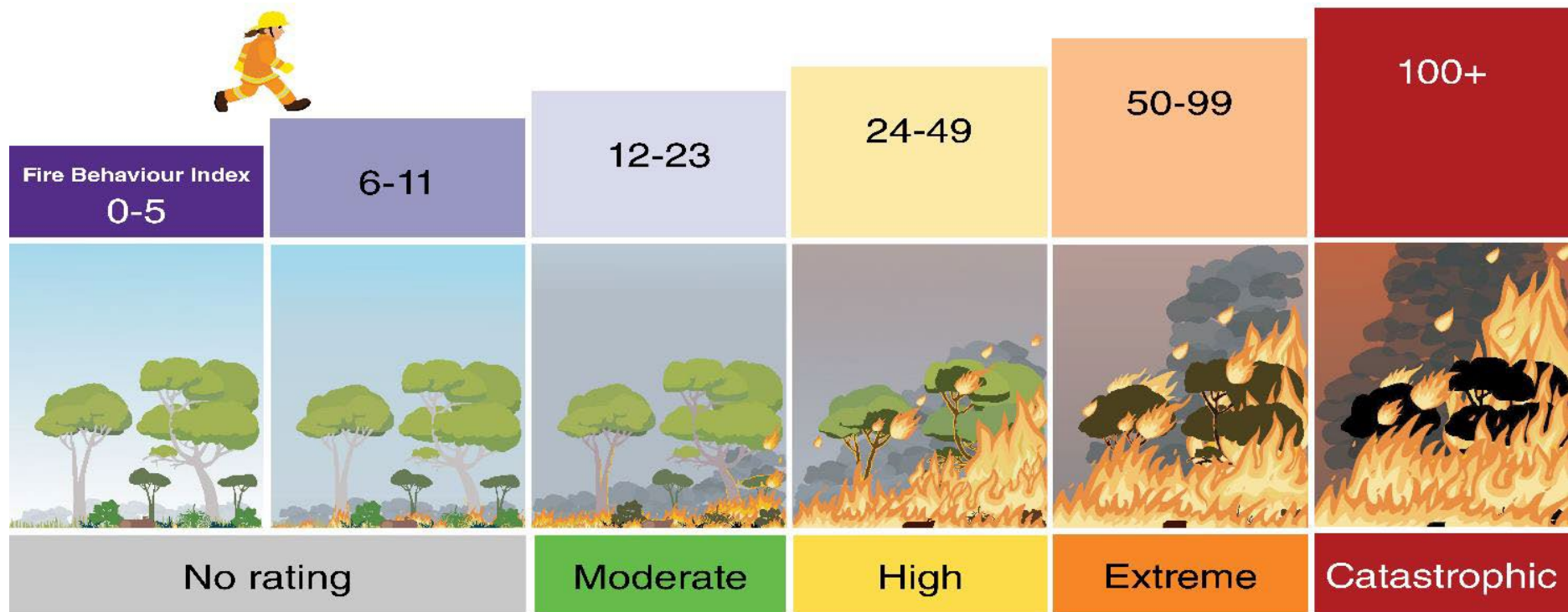
**UHF CB**  
Page 74

**KEY CONTACTS**  
Pip Porter 0429 859 041  
Vern Gibson 0428 108 274  
Stuart Moyses 0427 859 029  
Ranger 0448 873 207  
Shire Office 9890 0900  
DFES Duty Officer 1800 314 644


**ADDITIONAL CHANNELS**  
**Simplex 354 - 363**  
UHF CH 5 or alternate CH  
**WEARN** DBCA 628  
Shire of Narrogin 285  
Shire of Wagin 334  
Shire of Williams 343  
Shire of Wickepin 273  
Shie of Cuballing 275

**AIR COMMUNICATIONS**

## FIRE DANGER INDEX (FDI) TO FIRE BEHAVIOUR INDEX (FBI)



# GS REPEATERS HI BAND

GSR REPEATER LOCATION	VHF HI-BAND REPEATERS	FRS	DBCA REPEATER NETWORK				HI BAND	SES UHF
Albany West / East / Eclipse Isl	101, 204, 103	102	Albany				546	234
Boddington	114		Albany - Eclipse Isl				552	
Brookton	123	364	Albany Based - Water Bombers				525	
Broomehill / Tambellup	231 & 322		Borden				522	
Cranbrook West & East	W 162 & E 163		Denmark				544	
Corrigin	161	366	Esperance - Munglinup				540	
Cuballing	275		Esperance - Cascades				545	
Denmark	173	364	Esperance - Howick				516	
Dumbleyung	181	365	Esperance - Mt Burdett				530	235
Esperance - Peak Charles	191		Esperance - Mt Ragged				515	
Esperance N, W, C & E	314, 154, 270, 187 & 216	368	Esperance - Peak Charles				521	
Gnowangerup	200		Jerramungup				517	236 (B/Bay)
Jerramungup / Bremer Bay	222 & 121		Jacup				537	
Katanning	230	368	Katanning				628	232
Kent	297 (UHF 11)		Kulin				651	
Kojonup E & W	234 & 229	364	Magenta / Pingrup				611	
Kondinin West & East	235 & 219		Mt Frankland				533	
Kulin West & East	239 & 238	367	Narrogin				623	212
Lake Grace West & East	245 & 244 (UHF 5 W & 11 E)	364	Nyabing				650	
Narrogin	285	368	Quairading				636	
Pingelly	274	365	Ravensthorpe				529	231
Plantagenet West & East	312 & 268	365	<b>DFES COMMAND CHANNELS &amp; VMRS REPEATERS</b>					
Ravensthorpe E, Mid, S	281, 304 & 214	368	REPEATER SITE	COMMAND	Marine	REPEATER SITE	COMMAND	Marine
Wagin	334	367	Rocky Gully	311		Munglinup	280	
Wandering	339		Porongurups	267		Howick Hill	215	21
West Arthur	171		Green Range	203	81	Salmon Gums	313	
Wickepin	273		Bremer Bay	120	80	Six Mile Hill	186	22
Williams	343	366	Hopetoun	213	21	Myona Downs	282	
Woodanilling West & East	233, 354		Ravensthorpe	303		Holt Rock	212	
 Last Updated: 18/07/2022 - Ver 1.4			Albany	203/267	82	Denmark		22
			Eclipse Isl		80			
			RESCUE 65 CHOPPER = UHF 220			SIMPLEX VHF HI Ch 354 - 369		

# WAREN BASE / VEHICLE MOUNT RADIO



Government of Western Australia  
Department of Fire & Emergency Services



## WAERN Base / Vehicle Mounted Radio "Control Head" Type

### How to find 400Mhz Zone



1. Turn On radio
2. Press F3 Button (black button on left side of the handset version) to select UHF band as required
3. Press Zone Button – left bottom of screen
4. Use arrow keys and scroll to 400Mhz Zone.
5. Press Select Button – right bottom of screen
6. Use arrow keys to scroll to required channel, or  
Enter 3 digit number on handpiece and
7. Press Select Button – right of screen or on handpiece

**Note: The radio is now operating in the new 400Mhz Zone that should only be used after transition.**

ESC 220  
ESD 221

# INCIDENT CONTROLLER CHECKLIST

TASK	COMPLETED	TIME
<b>ON ARRIVAL AT FIRE</b>		
Assume control and inform fire fighters		
Determine assets at risk - Community Warning		
Determine fire shape		
Are sufficient resources on site/on the way? eg appliances, machinery, personnel, Air support, etc.		
Is the fire going to impact roads and if so notify appropriate people – CESM, Police, Shire		
Are current suppression methods effective or is the fire escalating?		
Can the fire be suppressed, or should we concentrate on asset protection only?		
Does the fire need sectorising?		
Who can I appoint as Sector Commanders?		
Has the Incident Control Van been called out?		
Is the communication channel becoming cluttered?		
What other channels can I use? SEE COMMS PLAN		
What is the weather forecast? SPOT WEATHER		
Do I need assistance in controlling this fire? FCO's? Shire? DFES		
Do I need a scribe?		
<b>DURING FIRE</b>		
Initiate and maintain fire diary		
Determine a plan of attack for the next few hours		
Inform fire fighters of suppression plan		
Appoint Sector Commanders		
Set up Battle Board		
Ensure safety and welfare of fire fighters i.e.: PPE, food, water etc		
Develop Communications Plan (part of handbook)		
Updates to DFES Comms Chief, CESM		
Liaise with Sector Commanders re placement and use of incoming vehicle and personnel		
Shift resources as required		
Determine suppression progress and reassess objectives as required		
Update weather forecast		
Scale up and down as required		
Maintain liaison with Sector Commanders, other agencies, contractors on site		
Develop alternative objectives, strategies in case needed		
Will meals be needed and has catering been arranged?		
Do relief crews need to be organised?		

***IT IS IMPORTANT TO LOG MAJOR DECISIONS AND THE REASONS BEHIND THEM.***

***IF YOU FEEL THE SITUATION IS BEYOND YOUR ABILITY, SEEK ASSISTANCE THROUGH YOUR CHAIN OF COMMAND TO THE Rangers 0448 873 207***

***Or the DFES Duty Officer – ph: 1800 314 644***

# NEIGHBOURING SHIRE CONTACTS

## SHIRE OF CUBALLING

Anthony Mort CBFCO                      Mob 0429 898 214

Brayden Potts DCBFCO                  Mob 0407 990 078

## SHIRE OF WAGIN

Xavier White CFCO                      Mob 0438 611 126

Wade Brockway DCFCO 1              Mob 0409 102 704

Chris Piesse DCFCO 2                  Mob 0418 470 113

## SHIRE OF WICKEPIN

Trevor Leeson CBFCO                  Mob 0427 881 800

Luke Lansdell DCBFCO                Mob 0427 886 796

## SHIRE OF WILLIAMS

Matthew Carne CBFCO                Mob 0439 852 053

# PAFTACS

On arrival first arriving crews need to report the incident situation using PAFTACS as the structure of the situation report.

## OPERATIONAL CONSIDERATIONS (Checklist for first arriving Firefighters)

The checklist below is a list of operational **considerations** for the first arriving fire crew when giving the first SITREP to COMCEN or your normal reporting lines.

<b>P</b>	<b>POSITION AND PROPERTY THREATENED</b> <ul style="list-style-type: none"><li>• Assess the situation</li><li>• Exposures/assets at risk/critical infrastructure</li></ul>
<b>A</b>	<b>AREA</b> <ul style="list-style-type: none"><li>• Size of fire</li></ul>
<b>F</b>	<b>FUEL DENSITY AND TYPE</b> <ul style="list-style-type: none"><li>• Estimate rate of spread (ROS)</li></ul>
<b>T</b>	<b>TIME TO CONTROL</b> <ul style="list-style-type: none"><li>• Establish IMT</li><li>• Decide on objectives, strategies and tactics</li><li>• Consider delegating key functions</li></ul>
<b>A</b>	<b>ASSISTANCE REQUIRED</b> <ul style="list-style-type: none"><li>• Traffic Management</li><li>• Road closures</li><li>• Additional resources</li></ul>
<b>C</b>	<b>COMMUNICATIONS AND CONTROL POINT</b> <ul style="list-style-type: none"><li>• Radio frequencies/Communications plan</li><li>• Location of control point</li><li>• Consider media and public advice/warnings</li></ul>
<b>S</b>	<b>SURFACE WIND STRENGTH AND DIRECTION</b> <ul style="list-style-type: none"><li>• Send SITREP</li><li>• Safety is first priority</li></ul>

**NOTE:** The above checklist should only be utilized for the first arriving Incident Controller. For additional and more detailed checklists, refer to the "FESA Operational Checklists" booklet.



## PHONETIC ALPHABET

### **NATO Phonetic Alphabet**

A	Alpha	N	November
B	Bravo	O	Oscar
C	Charlie	P	Papa
D	Delta	Q	Quebec
E	Echo	R	Romeo
F	Foxtrot	S	Sierra
G	Golf	T	Tango
H	Hotel	U	Uniform
I	India	V	Victor
J	Juliet	W	Whiskey
K	Kilo	X	X-ray
L	Lima	Y	Yankee
M	Mike	Z	Zulu

**EMERGENCY CONTACT LIST  
SHIRE OF NARROGIN**

<b>Rangers</b>	Guy or Noel	9890 0900	0448 873 207
<b>Shire Manager Operations</b>	John	9890 0900	0408 913 694

**NARROGIN FIRE AND RESCUE**

<b>DFES COMMS TO ACTIVATE 1800 198 140</b>			
<b>Captain</b>	Scott Reeves	0401 512 897	
Lieutenant	Blake Halford	0447 904 867	

**EMERGENCY CONTACTS**

<b>Regional Duty Coordinator DFES</b>	<b>1800 314 644</b>
Ambulance	000
Western Power	13 13 51
DBCA (Hi Band 628)	
Shire Office	9890 0900
Water Corp	13 13 75
Hospital	9881 0333
Main Roads	138 138
Police Narrogin	131444
DFES Duty Office	1800 314 644
SES	132 500
DFES Comms	1800 198140

# SMEACS BRIEFING CHECKLIST

Operation Period From: _____ To: _____	Incident Name:	Inc / OCN #:	Date Prepared	Time Prepared	Prepared by:	Sector:
<b>BRIEFING PRELIMINARIES:</b>			<ul style="list-style-type: none"> <li>• Introduce yourself</li> <li>• Outline the purpose of the briefing</li> <li>• Set the rules of the briefing</li> </ul>			
• Decide type of briefing, e.g. overview, delegation, changeover, etc						
• Identify relevant briefing points from checklist.						
<b>S - SITUATION</b>						
<i>Overview of the Situation</i>						
History						
Current Situation						
Predicted Situation						
Values at Risk						
Forecast Weather						
Current Weather						
Resource Deployment						
<b>M - MISSION</b>						
Incident Objectives						
<b>E - EXECUTION</b>						
Divisions & Sectors						
Strategies for each Incident Objective						
Tactics						
Task & Resource Allocation						
Authority to Act - Responsibilities						
Known Hazards						
Welfare Requirements						
Part to play for those receiving briefing						
Implications of not achieving work targets						
Dress requirements (including PPE)						
Time constraints & deadlines						
<b>A - ADMINISTRATION and LOGISTICS</b>						
Location of control, command & support facilities						
Ground support, Catering & Medical Assistance						
T-Cards, Logs & Diaries, Record Keeping						
Finance and Accounting requirements						
<b>C- COMMAND and COMMUNICATIONS</b>						
Incident Management Structure						
Incident Status (Level 1,2 or 3)						
Communication Plan (who, when, why)						
Radio Channels / Equipment						
REPORTING - to whom						
- By whom						
- When						
- Detail required e.g. sitrep proforma						
- HOW (equipment, channels, No's)						
<b>S- SAFETY</b>						
Injury / Near Miss						
Safety Issues						
<b>BRIEFING SUMMARY</b>						
Ask questions to confirm understanding						
Issue supporting documents						
Summary						
Name	Date	Time	Sign.			
<b>Details of Group Being Briefed:</b>						
<b>To be Used by all briefing Officers at Sector,</b>				<b>To go to all incoming staff at Sector, Division, IMT and SCC/</b>		

## Appendix 3



# VOLUNTEER BUSH FIRE BRIGADE POSITIONS DESCRIPTIONS

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Bush Fire Brigade Permit Issuing Officer.....	22
Bush Fire Brigade Training Officer.....	24
Bush Fire Brigade Secretary .....	27
Bush Fire Brigade Treasurer .....	29
Bush Fire Brigade Volunteer Firefighter .....	31
Bush Fire Brigade Auxiliary Member.....	33
Bush Fire Brigade / State Emergency Service (Narrogin ) Water Bomber Refiller .....	35

## **POSITION DESCRIPTION**

### **Bush Fire Brigade Chief Fire Control Officer (Volunteer)**

#### **1. POSITION FUNCTION**

The role of the Chief Bush Fire Control Officer is that of a leader, decision maker, planner and manager of the Bushfire Organisation and not as a 'hands on' fire fighter. The CBFCO is to ensure that the organisation is functioning to a standard commensurate to the risks.

#### **2. KEY DUTIES / RESPONSIBILITIES**

- During wildfire incidents manage the fire resources and Brigades and when necessary act as the Incident Controller.
- Promote the AIMS Incident Management system to BFCOs, Brigades and volunteer firefighters and ensure an Incident Controller is appointed for all Incident Levels (1-3).
- Ensure that BFCOs, Brigade Officers and volunteers are trained to a standard commensurate to the risk and equipment within the Brigade and Shire area.
- Ensure succession planning which is reflected within active recruitment efforts formally mentoring new Brigade members, ensuring a continuous interest is encouraged, with clear guidance on the training pathways available to ensure roles are filled with competent people, who are mentored into new roles.
- Demonstrate positive leadership and mentor DCBFCOs, BFCOs, Captains and Brigade members.
- Promote community fire prevention as a priority, to identify and reduce fire hazards.
- Promote the use of DFES Standard Operating Procedures, guidelines together with the relevant Shire Local Law, Policies, Plans and Standard Operating Procedures.
- Ensure compliance with the Work Health and Safety Act 2020 and the Shire's Work Health and Safety Policy and Procedures including the reporting to the Shire's WSH Officer of any incidents, accidents, hazards and near misses.
- Promote hazard identification and risk management to minimise risk to volunteer fire fighters.
- Ensure welfare preparedness is arranged for the provision of food, medical aid and counselling services for volunteers.
- Establish and maintain effective communication, liaison and cooperation with Shire Personnel, BFCOs, Brigades, DFES, DBCA, emergency services, statutory authorities and facilitate prompt response to fire incidents.
- Promote the values of Volunteer Fire Brigades to the community and within the Brigades.
- Delegate specific tasks to DCBFCO, BFCO or Brigades.
- Liaise with DFES and other organizations to achieve the duties outlined above.

- Actively participate in the BFAC, LEMC and represent Brigades at District meetings, forums and workshops.
- Perform the role of Fire Weather Officer (if appointed).
- Demonstrate actions in keeping with our adopted Values, Council Policies, Executive Instructions and Code of Conduct and the highest principles of ethics and integrity.

### 3. POSITION CRITERIA

#### Required Skills:

- Effective verbal communications and interpersonal skills.
- Effective record keeping and reporting.
- Effective time management.
- Effective organisational.
- Basic to Intermediate computer skills – MS suite of products.
- Good written communications.
- Leadership skills.
- Management skills.
- Experience in managing firefighting operations and incident management.
- Ability to perform under stressful conditions.

#### Required Knowledge and Experience:

- Knowledge of managing a volunteer organisation.
- Knowledge of Shire Bush Fire Management and Response Plans.
- Knowledge of Bush Fire Brigades management practices and procedures.
- Knowledge of the Bush Fires Act 1954 (WA) and Bush Fires Regulations 1954 and local bushfire control requirements.
- Minimum 10 years as local Shire VBFB member (Unless other experience can be provided).

#### Required Training and Qualifications:

- Minimum 10 years of firefighting, fireground, bushfire Incident Management experience
- Completion of the following courses:
  - Fire Fighter Awareness.
  - Fire Fighter Skills.
  - AIIMS awareness.
  - WAERN Basic and advanced.
  - Fire Control Officer.
  - Crew Leader.
  - Sector Commander.
  - Ground Controller.
  - Machine Supervision.
  - Leadership Fundamentals.
  - Level 1 IC.
  - AIIMS 2017.
  - On and Off-Road Driving. (Desirable)
  - Advanced Emergency Driving. (Desirable)
  - Advanced Bush Fire Fighting. (Desirable)
  - Structural Fire Fighting. (Desirable)
  - Workplace Trainer and Assessor. (Desirable)
  - Mental Health First Aid (Desirable).

- Provide First Aid. (Desirable)

**Other Personal Attributes:**

- Honesty.
- Trustworthy.
- Enthusiastic.
- Professional attitude.
- Respect of the Brigade.
- Sufficient time to dedicate to job/role.
- Respect for Chain of Command.

**4. EXTENT OF AUTHORITY**

- May exercise initiative and/or judgement within clearly established procedure/guidelines and the Shire of Narrogin Bush Fire Brigades Local Law 2017.
- May exercise decisions in accordance with Council Policies as follows:
  - 5.4 Harvest & Movement of Vehicle Bans;
  - 5.5 FCO Duties
- May exercise decisions in accordance with Council Delegations as follows:
  - 5.4 Prohibited Burning Periods – Variations.

**5. WH&S REQUIREMENTS**

- Follow all Work, Health & Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses investigation and documentation as directed.





## **POSITION DESCRIPTION**

### **Bush Fire Brigade Deputy Chief Fire Control Officer (Volunteer)**

#### **1. POSITION FUNCTION**

The role of DCBFCO is that of a leader, decision maker and planner, assisting the Chief Bushfire Control Officer in managing the Bush Fire Organisation, management of Bush Fire Brigades within the district and the control and management of any bushfires burning in the district. Bush Fires Act, Shire Policies and procedures.

#### **2. KEY DUTIES / RESPONSIBILITIES**

- The primary role of a DCBFCO is as a delegated representative of the Local Government, responsible for administering provisions of the Bush Fires Act 1954.
- In the absence of the CBFCO, the DCBFCO will undertake that role.
- If more than one BFCO or Brigade is in attendance at a bushfire burning in the district, may take control of fire operations and be Incident Controller or part of the Incident Manager Team as delegated by the Incident Controller.
- Demonstrate positive and high-level leadership and the mentoring to BFCO's, Captains, Lieutenants and other Brigade personnel.
- Ensure compliance with the Work Health and Safety Act 2020 and the Shire's Work Health and Safety Policy and Procedures including the reporting to the Shire's WSH Officer of any incidents, accidents, hazards and near misses.
- Promote hazard identification and risk management to minimise risk to volunteer fire fighters.
- Provide advice to the CBFCO as to when harvest bans, movement of vehicle bans should be applied and advice on the extension of Prohibited or Restricted Burning Periods.
- Be a member of the Bushfire Advisory Committee and actively participate in BFAC meetings.
- If required, liaison with other CBFCO, DCBFCO, DFES personnel, and attendance to relevant meetings, forums and workshops.
- Ability to attend further fire and emergency management training.
- Demonstrate actions in keeping with our adopted Values, Council Policies, Executive Instructions and Code of Conduct and the highest principles of ethics and integrity.
- Perform the role of Fire Weather Officer (if appointed).

#### **3. POSITION CRITERIA**

##### **Required Skills:**

- Effective verbal communications and interpersonal skills.
- Effective time management.
- Effective organisational.

- Basic to Intermediate computer skills – MS suite of products.
- Effective record keeping and reporting.
- Leadership and management skills.
- Conflict and grievance resolution skills.
- Experience in managing firefighting operations.
- Ability to perform under stressful conditions.

**Required Knowledge and Experience:**

- Knowledge of managing a volunteer organisation.
- Knowledge of Shire Bush Fire Management and Response Plans.
- Knowledge of Bush Fire Brigades management practices and procedures.
- Knowledge of the Bush Fires Act 1954 (WA) and Bush Fires Regulations 1954 and local bushfire control requirements.
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies).
- Minimum 5 years as local Shire VBFB member (Unless other experience can be provided).

**Required Training and Qualifications:**

- Minimum 8 years of firefighting, fireground, Bush Fire Incident Management experience.
- Current appointment as Bush Fire Control Officer.
- Completion of the following courses:
  - Fire Fighter Awareness.
  - Fire Fighter Skills.
  - Fire Control Officer.
  - AIIMS 2017.
  - AIIMS awareness.
  - WAERN Basic and advanced.
  - Sector Commander.
  - On and Off-Road Driving. (Desirable)
  - Advanced Emergency Driving. (Desirable)
  - Advanced Bush Fire Fighting. (Desirable)
  - Structural Fire Fighting. (Desirable)
  - Crew Leader. (Desirable)
  - Ground Controller. (Desirable)
  - Machine Supervision. (Desirable)
  - Leadership Fundamentals. (Desirable)
  - Level 1 IC. (Desirable)
  - Workplace Trainer and Assessor (Desirable).
  - Mental Health First Aid (Desirable).

**Other Personal Attributes:**

- Honesty.
- Trustworthy.
- Enthusiastic.
- Professional attitude.
- Respect of the Brigade.
- Sufficient time to dedicate to job/role.
- Respect for Chain of Command.

#### **4. EXTENT OF AUTHORITY**

- May exercise initiative and/or judgement within clearly established procedure/guidelines and the Shire of Narrogin Bush Fire Brigades Local Law 2017.
- May exercise decisions in accordance with Council Policies as follows:
  - 5.4 Harvest & Movement of Vehicle Bans;
  - 5.5 FCO Duties
- May exercise decisions in accordance with Council Delegations as follows:
  - 5.4 Prohibited Burning Periods – Variations.

#### **5. WH&S REQUIREMENTS**

- Follow all Work, Health & Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses investigation and documentation as directed.



## **POSITION DESCRIPTION**

### **Bush Fire Brigade Fire Control Officer (Volunteer)**

#### **1. POSITION FUNCTION**

Role determined by the Bush Fires Act – Control and Management of bushfires burning in the district. Issuing of Burning Permits.

#### **2. KEY DUTIES / RESPONSIBILITIES**

- The primary role of a Bushfire Control Officer (BFCO) is as a delegated representative of the Local Government, responsible for administering provisions of the Bush Fires Act 1954 (WA).
- Required to perform active operational duties in relation to both firefighting and fire prevention strategies within the local community.
- Respond to community request to conduct bushfire property risk assessments or refer same to Ranger Services where appropriate.
- Perform duties prescribed by the Bush Fires Act 1954 (WA) and as authorised by the Shire including the issuing of Burning Permits in accordance with Shire requirements.
- If required, take control, command and manage firefighting resources and firefighting operations at a bushfire in the absence of the Chief/Deputy Chief Fire Control Officer or Brigade Captain.
- Ensure compliance with the Work Health and Safety Act 2020 and the Shire's Work Health and Safety Policy and Procedures including the reporting to the Shire's WSH Officer of any incidents, accidents, hazards and near misses.
- Promote hazard identification and risk management to minimise risk to volunteer fire fighters.
- Take control, command and manage resources during prescribed hazard reduction burning operations within the Shire.
- Demonstrate positive leadership and mentor Captains and Brigade members.
- Provide advice to the CBFCO (or DCBFCO) as to when harvest bans, movement of vehicle bans should be applied and advice on the extension of Prohibited or Restricted Burning Periods.
- Be a member of the Bushfire Advisory Committee and actively participate in BFAC meetings.
- Demonstrate actions in keeping with our adopted Values, Council Policies, Executive Instructions and Code of Conduct and the highest principles of ethics and integrity.
- Perform the role of Fire Weather Officer (if appointed).

### 3. POSITION CRITERIA

#### Required Skills:

- Effective verbal communications and interpersonal skills.
- Effective time management.
- Effective organisational.
- Basic to Intermediate computer skills – MS suite of products.
- Good written communications.
- Effective record keeping and reporting.
- Leadership skills.
- Management skills.
- Experience in managing firefighting operations.
- Ability to perform under stressful conditions.

#### Required Knowledge and Experience:

- Knowledge of managing a volunteer organisation.
- Knowledge of Shire Bush Fire Management Plans.
- Knowledge of the Bush Fires Act 1954 (WA) and local bushfire control requirements.
- Ability to attend further fire and emergency management training.
- Minimum 5 years as local Shire VBFB member (Unless other experience can be provided).

#### Required Training and Qualifications:

- Minimum 5 years of firefighting experience.
- WAERN Basic.
- Completion of the following courses:
  - Fire Fighter Awareness.
  - Fire Fighter Skills.
  - AIMS awareness.
  - Fire Control Officer.
  - Crew Leader. (Desirable)
  - Advanced Bush Fire Fighting. (Desirable)
  - Sector Commander. (Desirable)

#### Other Personal Attributes:

- Honesty.
- Trustworthy.
- Enthusiastic
- Professional attitude.
- Respect of the Brigade.
- Sufficient time to dedicate to job/role.
- Minimum age of 18.
- Respect for Chain of Command.

### 4. EXTENT OF AUTHORITY

- May exercise initiative and/or judgement within clearly established procedure/guidelines and the Shire of Narrogin Bush Fire Brigades Local Law 2017.
- May exercise decisions in accordance with Council Policies as follows:
  - 5.5 FCO Duties
- May exercise decisions in accordance with Council Delegations as follows:
  - Nil.

## **5. WH&S REQUIREMENTS**

- Follow all Work, Health & Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses investigation and documentation as directed.



## ***POSITION DESCRIPTION***

### **Bush Fire Brigade Captain**

#### **(Volunteer)**

#### **1. POSITION FUNCTIONS**

Brigade Leadership and Management.

#### **2. KEY DUTIES / RESPONSIBILITIES**

- Accountable for the overall management of the Brigade's administrative and operational capacity.
- Accountable for all of the Business Management activities of the Brigade, including the submission of BAS statements, financial reports and acquittals (etc).
- Accountable to ensure that the management of the financial affairs of the Brigade, meet the required standards as set by the Shire, various Acts (FAAA, ESL and others) and DFES. This would include providing assistance and direction to the Treasurer/Secretary as necessary.
- Ensure succession planning within the Brigade which is reflected within active recruitment efforts, formally mentoring new Brigade members, ensuring a continuous interest is encouraged, with clear guidance on the training pathways available to ensure positions are filled with competent people, who are mentored into new roles.
- Ensure that the training levels, standards and requirements are managed for all members of the Brigade. This may include assisting and directing the Brigade Training Officer, where necessary.
- Accountable for the maintenance, condition and preparedness of all vehicles and equipment of the Brigade (including PPC/PPE), ensuring that they are in a constant state of readiness. Ensuring that this preparedness meets all Shire and/or DFES (whichever is the greatest) standards and procedures.
- Accountable for the delivery of special programs (Community Engagement Activities, Cadet Program, Hazard Reduction Activities, etc), ensuring that they meet all external requirements and expectations.
- Accountable for the outcomes and activities of any Brigade Committee that may be established by the Brigade from time to time.
- Accountable to ensure compliance with the Work Health and Safety Act 2020 and the Shire's Work Health and Safety Policy and Procedures including the reporting to the Shire's WHS Officer any incidents, accidents, hazards and near misses.
- Accountable for the effective liaison and engagement with targeted 'at risk' community groups, for fire risk prevention and educational programs.
- Accountable to ensure that all financial audits are completed and tabled at each brigade meeting or as required.

- Ensure that all Brigade reporting is completed, meeting DFES and Shire protocols, SOP's etc.
- Ensure that Brigade WHS standards, procedures and practices, provide the safest working environment operationally, during training and other Brigade sanctioned events and activities.
- Ensure that the Brigade succession planning is reflected within active recruitment efforts. In addition, ensure that a Brigade training plan exists, formally mentoring newcomers to the Brigade, ensuring a continuous interest is encouraged, with clear guidance on the training pathways available to ensure roles are filled with competent people, who are mentored into new roles.
- Liaise with other local Emergency Services groups, to maximise opportunities for shared training or other activities that may lead to improved community, organisational or Brigade resilience.
- Represent (or delegate as appropriate) the Brigade at various meetings, encouraging Brigade activity in Emergency Management activities and forums. This may include (but not limited to), LEMC, DFES Training and Operational Forums, etc.
- Responsible for filling high level incident management roles at incidents, as jurisdiction and requirements indicate.
- Comply with and strive to achieve the requirement, to remain contemporary in both theoretical and skills competency to at least the prescribed standard.
- Demonstrate actions in keeping with our adopted Values, Council Policies, Executive Instructions and Code of Conduct and the highest principles of ethics and integrity.

### **3. POSITION CRITERIA**

#### **Required Skills:**

- Ability to delegate effectively.
- Inter-personal.
- Leadership.
- Grievance/Complaint Resolution.
- Effective Communication/Presenter/Training.
- Organisational.
- Strategic (Future Planning).
- Mentoring.
- Motivational.

#### **Required Knowledge and Experience:**

- Minimum 8 years fireground experience.
- Minimum 5 years as local Shire VBFB member.
- Previous Brigade Leadership role.
- Legal responsibilities Bush Fires Act, WSH, Local Law, SOP's, Shire Policies.
- Work Health and Safety requirements, standards, safe work practices.
- Brigade management experience.
- Team strengths/weakness and remediation to develop team.
- Brigade History and Culture.
- Local Government Local Law, Policies, Procedures and Protocols.
- Local Community knowledge.



### **Required Training and Qualifications:**

- Completion of DFES BFS Bush Firefighter courses:
  - Awareness and Firefighter Skills.
  - AIIMS Awareness.
  - WAERN Basic.
- Completion of DFES BFS Advanced Firefighter, including:
  - WAERN Advanced.
  - Crew Leader.
  - Machine Supervision.
  - Sector Commander.
  - Advanced Bush Firefighting.
  - Plantation Firefighting. (Desirable)
  - Pump Operations. (Desirable)
  - On/Off Road Driving Courses. (Desirable)
  - Advanced Emergency Driving. (Desirable)
  - Provide First Aid. (Desirable)
  - AIMS 2017. (Desirable)
  - IC Level 1 Leadership Fundamentals (Desirable)
- Mental Health First Aid (Desirable).
- IRS and Webeoc (Desirable).
- Work Place Trainer/Assessor (Desirable).

### **Other Personal Attributes:**

- Professional.
- Respectful.
- Loyal.
- Dedicated.
- Mature.
- Passionate.
- Committed to the betterment of the Brigade.
- Effective trainer.
- Dynamic/Flexible.
- Proactive.
- Capable of strong relationships with Brigade members.
- Local knowledge.
- Proactive.
- Motivational and Encouraging.
- Able to manage conflict (Internal/External).
- Sufficient time to dedicate to job/role.
- Trustworthy.
- Maintain strong community links.
- Connected to other ES Agencies.
- Lead by example.
- Mentoring.
- Adaptable.

#### **4. EXTENT OF AUTHORITY**

May exercise limited initiative and/or judgement within clearly established procedure/guidelines and the Shire of Narrogin Bush Fire Brigades Local Law 2017.

## **5. WH&S REQUIREMENTS**

- Follow all Work, Health & Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses investigation and documentation as directed.



## **POSITION DESCRIPTION**

### **Bush Fire Brigade Crew Leader/Senior Fire Fighter (Volunteer)**

#### **1. POSITION FUNCTION**

Act under and with the Captain and Lieutenants.

#### **2. KEY DUTIES / RESPONSIBILITIES**

- Responsible to assist the Captain and Lieutenants with the operation of the Brigade, delegating roles where applicable.
- Responsible for mentoring members within the Brigade.
- Responsible to provide a strong role model to Brigade membership, constantly demonstrating high standards of operational effectiveness, teamwork and team development.
- Ensure that the Brigade 'Chain-of-Command' is followed at all times, working to ensure that the Brigade culture recognises this as the correct way to do things.
- Ensure that all SOP's, Brigade Rules, including Brigade Constitution are followed at all times, reporting any transgressions to the Captain and/or Lieutenants.
- Ensure that all Brigade equipment is maintained, used and recovered in a manner that reduces any likelihood of damage or excessive wear or tear.
- Ensure that the safety and welfare of all Brigade members remains of paramount importance, at all times.
- Ensure compliance with the Work Health and Safety Act 2020 and the Shire's Work Health and Safety Policy and Procedures including the reporting to the Shire's WSH Officer of any incidents, accidents, hazards and near misses.
- Promote hazard identification and risk management to minimise risk to volunteer fire fighters.
- Comply with all lawful commands, SOP's, Brigade Rules (including Brigade Constitution) at all times, demonstrating a strong example to all Brigade members.
- Monitor the operational effectiveness of the Brigade and report outcomes to the Captain and Lieutenants on a continuous basis, providing recommendations for improvement and also, opportunities to reward high performance.
- Represent the Brigade, as required and where directed, in their absence.
- Demonstrate actions in keeping with our adopted Values, Council Policies, Executive Instructions and Code of Conduct and the highest principles of ethics and integrity.

#### **3. POSITION CRITERIA**

##### **Required Skills:**

- Advanced Fire Fighting.

- Leadership.
- Interpersonal.
- Effective Communication.
- Organisational.
- Problem solving.

**Required Knowledge and Experience:**

- Fire Ground Experience (3+yrs).
- Knowledge of firefighting equipment and machinery.
- Knowledge of Brigade members – team strengths & weaknesses
- Understanding of legal responsibilities, Brigade procedure, SOPs, policies.
- Brigade History and Culture.

**Required Training and Qualifications:**

- Completion of DFES BFS Bush Firefighter courses:
  - Awareness and Firefighter Skills.
  - AIIMS Awareness.
  - WAERN Basic.
  - Crew Leader.
  - Advanced Bush Fire Fighting.
  - Machine Supervision.
  - Pump Operations. (Desirable)
  - On/Off Road Driving courses. (Desirable)
- Provide First Aid.
- WAERN Advanced (Desirable).
- Ground Controller (Desirable).
- Sector Commander (Desirable).

**Other Personal Attributes:**

- Strong leadership.
- Can create, give & receive orders.
- Dedicated.
- Disciplined.
- Confident.
- Safety conscious.
- Desire to assume responsibility.
- Effective mentor.
- Sufficient time to dedicate to job/role.
- Approachable.
- Frequent/regular attendance.
- Accept & provide constructive criticism.
- Respect for chain of command.
- Respect of the Brigade.
- Capacity to adapt.
- Lead by Example.
- Open to Advice/Suggestions.
- Minimum age of 18.

**4. EXTENT OF AUTHORITY**

May exercise limited initiative and/or judgement within clearly established procedure/guidelines.

**5. WH&S REQUIREMENTS**

- Follow all Work, Health & Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses investigation and documentation as directed.



## **POSITION DESCRIPTION**

### **Bush Fire Brigade Lieutenant (Volunteer)**

#### **1. POSITION FUNCTIONS**

Act under and with the Captain, performing Captain's role in their absence (in order of appointment), including incident management.

#### **2. KEY DUTIES / RESPONSIBILITIES**

- Responsible to assist the Captain with the management of the Brigade, delegating roles where applicable.
- Responsible to provide a strong role model to Brigade members, constantly demonstrating high standards of operational effectiveness, teamwork and team development.
- Represent the Captain, as required and where directed, in their absence.
- Actively ensure a strong mentoring culture within the Brigade with a view to succession planning being a strategy for continuous improvement.
- Monitor the operational effectiveness of the Brigade and report outcomes to Captain on a continuous basis, providing recommendations for improvement and also, opportunities to reward high performance.
- Actively represent the Brigade membership at executive and other forums, to ensure their voice is recognised and represented, ensuring two-way interactions are practiced.
- Ensure that the Brigade 'Chain-of-Command' is followed at all times, working to ensure that the Brigade culture recognises this as the correct way to do things.
- Ensure that all Shire, DFES and Brigade Policies, SOP's are followed at all times, remediating any transgressions and counselling any member who does not follow these, to correct behaviour.
- Ensure that all Brigade equipment is maintained, used and recovered in a manner that reduces any likelihood of damage, loss or excessive wear or tear.
- Ensure that the safety and welfare of all Brigade members remains of paramount importance.
- Ensure compliance with the Work Health and Safety Act 2020 and the Shire's Work Health and Safety Policy and Procedures including the reporting to the Captain of any incidents, accidents, hazards and near misses.
- Comply with all lawful commands and SOP's at all times, demonstrating a strong example to all Brigade members.
- Assist Captain in liaison role, with external stakeholders as instructed.
- Demonstrate actions in keeping with our adopted Values, Council Policies, Executive Instructions and Code of Conduct and the highest principles of ethics and integrity.

### 3. POSITION CRITERIA

#### Required Skills:

- Advanced Fire Fighting
- Leadership (Team Leader)
- Interpersonal
- Effective Communication
- Effective Liaison (Chain of Command)
- Effective Conflict Resolution (Internal/External)
- Organisational
- Problem solving

#### Required Knowledge and Experience:

- Minimum 5 years fire ground experience.
- Minimum 3 years as local Shire VBFB member.
- Knowledge of firefighting vehicles, equipment and machinery.
- Knowledge of Brigade members – team strengths and weaknesses.
- Understanding of legal responsibilities, Brigade procedure, SOPs, policies.
- Brigade History and Culture.

#### Required Training and Qualifications:

- Minimum requirement – Completion of DFES BFS Bush Firefighter courses:
  - Awareness and Firefighter Skills.
  - WAERN Basic.
  - AIMS Awareness. (Desirable)
  - Advanced Bush Firefighter Crew Leader. (Desirable)
  - Sector Commander. (Desirable)
  - Pump Operations. (Desirable)
  - WAERN Advanced. (Desirable)
  - On/Off Road Driving Courses. (Desirable)
  - Advanced Emergency Driving. (Desirable)
  - Provide First Aid. (Desirable)
  - AIMS 2017 (Desirable)
  - Ground Controller (Desirable)
- Mental Health First Aid (Desirable)
- Leadership Fundamentals (Desirable)

#### Other Personal Attributes:

- Strong leadership.
- Can create, give & receive orders.
- Dedicated.
- Disciplined.
- Confident.
- Safety conscious.
- Desire to assume responsibility.
- Effective trainer & mentor.
- Sufficient time to dedicate to job/role.
- Approachable.
- Frequent/regular attendance.
- Accept & provide constructive criticism.
- Respect for chain of command.
- Respect of the Brigade.
- Capacity to adapt.

- Lead by Example.
- Open to Advice/Suggestions.

**4. EXTENT OF AUTHORITY**

May exercise limited initiative and/or judgement within clearly established procedure/guidelines.

**5. WH&S REQUIREMENTS**

- Follow all Work, Health & Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses investigation and documentation as directed.





## **POSITION DESCRIPTION**

### **Bush Fire Brigade Permit Issuing Officer (Volunteer)**

#### **1. POSITION FUNCTION**

Role determined by the Bush Fires Act – Issuing of Burning Permits.

#### **2. KEY DUTIES / RESPONSIBILITIES**

- The primary role of a Permit Issuing Officer (PIO) is as a delegated representative of the Local Government, responsible for administering provisions of the Bush Fires Act 1954 (WA) relating to the issuing of Permit to Burn within their respective areas.
- Respond to community request to conduct bushfire property risk assessments or refer same to Ranger Services where appropriate.
- Perform duties prescribed by the Bush Fires Act 1954 (WA) and as authorised by the Shire including the issuing of Burning Permits in accordance with Shire requirements.
- Ensure compliance with the Work Health and Safety Act 2020 and the Shire's Work Health and Safety Policy and Procedures including the reporting to the Shire's WSH Officer of any incidents, accidents, hazards and near misses.
- Promote hazard identification and risk management to minimise risk to volunteer fire fighters.
- Demonstrate actions in keeping with our adopted Values, Council Policies, Executive Instructions and Code of Conduct and the highest principles of ethics and integrity.

#### **3. POSITION CRITERIA**

##### **Required Skills:**

- Basic to Intermediate computer skills – MS suite of products.
- Good written and verbal communications.
- Effective record keeping and reporting.

##### **Required Knowledge and Experience:**

- Knowledge of bushfire behaviour and management.
- Knowledge of the Bush Fires Act 1954 (WA) and local bushfire control requirements.
- Minimum 3 years as local Shire VBFB member (Unless other experience can be provided).
- Ability to attend further fire and emergency management training.

##### **Required Training and Qualifications:**

- Minimum 3 years of firefighting experience.
- Completion of the following courses:

- Fire Fighter Awareness & Fire Fighter Skills.
- AIIMS awareness.
- WAERN Basic.
- Fire Control Officer.

**Other Personal Attributes:**

- Honesty.
- Trustworthy.
- Enthusiastic.
- Professional attitude.
- Respect of the Brigade.
- Sufficient time to dedicate to job/role.
- Minimum age of 18.
- Respect for Chain of Command.

**4. EXTENT OF AUTHORITY**

May exercise limited initiative and/or judgement within clearly established procedure/guidelines.

**5. WH&S REQUIREMENTS**

- Follow all Work, Health & Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses investigation and documentation as directed.



## **POSITION DESCRIPTION**

### **Bush Fire Brigade Training Officer (Volunteer)**

#### **1. POSITION FUNCTION**

Coordinate the training requirements of members, personnel development and maintain minimum training competencies.

#### **2. KEY DUTIES / RESPONSIBILITIES**

- Responsible for the coordination of all Brigade training.
- Responsible for the development and administration of the Brigade Training Calendar, ensuring that it is developed in consultation with the Lieutenants and it the final draft is endorsed by the Captain prior to being provided to Shire Personnel.
- Responsible for the creation and maintenance of training records, for training activities and the provision of reports, when/wherever necessary.
- Responsible that Brigade training (standards and levels) complies with all of the requirements of the Shire and DFES policy and directions.
- Responsible for the development of individual and Brigade training needs analysis and plans, encouraging members to improve their capacity.
- Ensure that Brigade members are encouraged and mentored, as part of the formal skills enhancement program within the Brigade.
- Ensure that Brigade training standards meet the required standard, related to Brigade profile, being numbers trained and training levels attained.
- Encourage brigade members to actively participate in Brigade level and DFES training courses and leading by example.
- Encourage and support Brigade member access and use of the DFES eAcademy, to maximise training opportunities and comply with DFES requirements for access to formal training.
- Monitor and report on training effectiveness against Brigade and individual training plans, adopted training standards and operational observations.
- Liaise with Shire's Personnel on matters pertaining to brigade training, training standards and levels including the identification of specific Brigade training needs and for Brigade members personal development opportunities.
- Ensure compliance with the Work Health and Safety Act 2020 and the Shire's Work Health and Safety Policy and Procedures including the reporting to Brigade Officers of any incidents, accidents, hazards and near misses.
- Demonstrate actions in keeping with our adopted Values, Council Policies, Executive Instructions and Code of Conduct and the highest principles of ethics and integrity.

### **3. POSITION CRITERIA**

#### **Required Skills:**

- Communication.
- Organisational.
- Planning.
- Management.
- Develop TNA of Brigade members.
- Time management.
- Training people effectively.
- Record keeping and reports.
- Leadership.
- Computer literate.
- Safety and Risk Management.
- Delegation.
- Motivational.

#### **Required Knowledge and Experience:**

- 3+ years fire ground experience.
- Minimum 1 year as local Shire VBFB member.
- eAcademy knowledge (BFS Training Program).
- Experience with Brigade equipment.
- Training people.
- Developing training calendars/plans.
- Leadership.
- Brigade History and Culture.

#### **Required Training and Qualifications:**

- Minimum Requirement VFF2.
- Completion of Off-Road Driving Course.
- First Aid.
- Cert IV – Workplace Training and Assessor. (Desirable)
- Pump Operations Course. (Desirable)

#### **Other Personal Attributes:**

- Enthusiastic and effective mentor.
- Engaging and approachable.
- Enthusiastic & effective trainer.
- Strong motivator.
- Disciplined.
- Capacity to adapt.
- Flexible thinking.
- Maintain currency of training & development situation.
- Open to advice/suggestions.
- Sufficient time to dedicate to job/role.
- Respect of the Brigade.
- Respect for Chain of Command.

### **4. EXTENT OF AUTHORITY**

May exercise limited initiative and/or judgement within clearly established procedure/guidelines.

## **5. WH&S REQUIREMENTS**

- Follow all Work, Health & Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses investigation and documentation as directed.



## **POSITION DESCRIPTION**

### **Bush Fire Brigade Secretary (Volunteer)**

#### **1. POSITION FUNCTION**

Coordinate the Administrative Requirements of the Brigade.

#### **2. KEY DUTIES / RESPONSIBILITIES**

- Responsible for providing notice of meetings of the Brigade in accordance with the Constitution of the Brigade.
- Responsible for circulating incoming and internal information to all Brigade members.
- Responsible for producing accurate records of the minutes and circulating to all members.
- Responsible for all administration duties, as delegated by the Captain and/or Brigade Executive.
- Responsible for producing required documents to the Shire/DFES as requested.
- Responsible for keeping an accurate record of all incoming/outgoing correspondence.
- Responsible for the Brigade phone and respond to any queries.
- Demonstrate actions in keeping with our adopted Values, Council Policies, Executive Instructions and Code of Conduct and the highest principles of ethics and integrity.

#### **3. POSITION CRITERIA**

##### **Required Skills:**

- Effective Organisational.
- Sound administration.
- Computer literate.
- Effective time management.
- Effective verbal/written communication.
- Accurate records keeping.
- Effective communicator.

##### **Required Knowledge and Experience:**

- Knowledge of Brigade constitution, structure, policies, SOP's etc (3).
- Knowledge of Local Government and other Emergency Services procedures.
- Minimum 1 year as BVFBF Member.
- Brigade History and Culture.
- Secretarial knowledge.
- Office administration.
- Minutes, agendas, correspondence.
- Meeting procedures.

- Proficient with the use of computers and Microsoft suite of products i.e. Word and Excel.

**Required Training and Qualifications:**

- Induction.
- AIMS Awareness. (Desirable)

**Other Personal Attributes:**

- Effective communicator.
- Sufficient time to dedicate to job/role
- Motivated, professional attitude.
- Engaging and Approachable.
- Open to Advice and Suggestions.
- Respect of the Brigade.

**4. EXTENT OF AUTHORITY**

May exercise limited initiative and/or judgement within clearly established procedure/guidelines.

**5. WH&S REQUIREMENTS**

- Follow all Work, Health & Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses investigation and documentation as directed.



## **POSITION DESCRIPTION**

### **Bush Fire Brigade Treasurer (Volunteer)**

#### **1. POSITION FUNCTION**

Coordinate all Financial Requirements of the Brigade.

#### **2. KEY DUTIES / RESPONSIBILITIES**

- Responsible for managing the Brigade finances.
- Report to the Brigade Captain and Executive on all financial matters.
- Ensure compliance with the Work Health and Safety Act 2020 and the Shire's Work Health and Safety Policy and Procedures including the reporting to Brigade Officers of any incidents, accidents, hazards and near misses.
- Responsible for preparing and maintaining accurate financial records.
- Responsible for producing financial reports for the Shire/DFES as requested as per various statutes (ESL Act, FAAA, LG Act etc).
- Responsible for the completion and submission of quarterly BAS.
- Responsible for the correct archiving of financial receipts.
- Responsible for producing financial reports for Executive meetings and enabling Brigade visibility of all Brigade financial matters.
- Ensure that all financial records are audited on a quarterly basis.
- Demonstrate actions in keeping with our adopted Values, Council Policies, Executive Instructions and Code of Conduct and the highest principles of ethics and integrity.

#### **3. POSITION CRITERIA**

##### **Required Skills:**

- Effective communication.
- Effective time management.
- Effective organisational.
- Proficient with the use of computers and Microsoft suite of products i.e. Word and Excel.
- Accurate record keeping and reporting.
- Financial management.
- Working knowledge of accounting principles & software.
- Numeracy & literacy.

##### **Required Knowledge and Experience:**

- Knowledge of Brigade financial procedures/regulations.
- Minimum 3 year as local Shire VBFB member.
- General accounting procedures



- GST and other financial reporting processes – (SoM, BAS, NFP etc).
- Financial management.
- Knowledge of Brigade fundraising activities.

**Required Training and Qualifications:**

- Induction.
- Certificate 3 in Bookkeeping. (Desirable)
- AIMS Awareness. (Desirable)

**Other Personal Attributes:**

- Honesty.
- Trustworthy.
- Enthusiastic.
- Professional attitude.
- Respect of the Brigade.
- Sufficient time to dedicate to job/role.

**4. EXTENT OF AUTHORITY**

May exercise limited initiative and/or judgement within clearly established procedure/guidelines.

**5. WH&S REQUIREMENTS**

- Follow all Work, Health & Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses investigation and documentation as directed.



## **POSITION DESCRIPTION**

### **Bush Fire Brigade Volunteer Firefighter (Volunteer)**

#### **1. POSITION FUNCTION**

Act under and with the Captain, Lieutenants and Crew Leaders.

#### **2. KEY DUTIES / RESPONSIBILITIES**

- Responsible for the wearing and maintenance of PPE and PPC provided by the Brigade.
- Responsible for all Brigade equipment to be maintained, used and recovered in a manner that reduces any likelihood of damage or excessive wear or tear.
- Responsible for the safety and welfare of all Brigade members, including themselves, remains of paramount importance, at all times.
- Ensure compliance with the Work Health and Safety Act 2020 and the Shire's Work Health and Safety Policy and Procedures including the reporting to Brigade Officers of any incidents, accidents, hazards and near misses.
- Ensure that the Brigade 'Chain-of-Command' is followed at all times, working to ensure that the Brigade culture recognises this as the correct way to do things.
- Ensure that all SOP's, are followed at all times, remediating any transgressions and counselling any member who does not follow these, to correct behaviour.
- Represent the Brigade, as required and where directed.
- Comply with all lawful instructions, SOP at all times, demonstrating a strong example to all Brigade members.
- Demonstrate high standards of operational effectiveness and teamwork.
- Demonstrate actions in keeping with our adopted Values, Council Policies, Executive Instructions and Code of Conduct and the highest principles of ethics and integrity.

#### **3. POSITION CRITERIA**

##### **Required Skills:**

- Fire Fighting.
- Can receive and respect orders.
- Effective Communication.
- Organisational.
- Problem solving.

##### **Required Knowledge and Experience:**

- Knowledge of fire-fighting equipment and machinery.
- Understanding of legal responsibilities, SOPs, policies.
- Brigade History and Culture.

**Required Training and Qualifications:**

- Induction.
- Minimum - Completion of DFES BFS Bush Firefighter courses:
  - AllM Awareness.
  - WAERN Basic.
  - In-Cab Air and Crew Protection.
  - Awareness and Firefighter Skills. (Desirable)

**Other Personal Attributes:**

- Dedicated.
- Disciplined.
- Confident.
- Safety conscious.
- Responsible.
- Sufficient time to dedicate to job/role.
- Approachable.
- Frequent/regular attendance.
- Accept & provide constructive criticism.
- Respect for chain of command
- Respect of the Brigade.
- Capacity to adapt.
- Lead by Example.
- Open to Advice/Suggestions.
- Minimum age of 16 and maximum age of 91.

**4. EXTENT OF AUTHORITY**

May exercise limited initiative and/or judgement within clearly established procedure/guidelines.

**5. WH&S REQUIREMENTS**

- Follow all Work, Health & Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses investigation and documentation as directed.



## **POSITION DESCRIPTION**

### **Bush Fire Brigade Auxiliary Member (Volunteer)**

#### **1. POSITION FUNCTION**

The Non-Active Registered Member serves in a supportive capacity within the Volunteer Bush Fire Brigade, providing assistance in administrative and non-operational tasks. This position does not involve active firefighting duties but plays a crucial role in ensuring the brigade's efficiency and effectiveness.

#### **2. KEY DUTIES / RESPONSIBILITIES**

- Maintain accurate records of brigade members, including contact information.
- Assist in organising and documenting meetings, training sessions, and other brigade activities.
- Support the maintenance of equipment inventory and service records.
- Facilitate communication between active members and brigade leadership.
- Assist in disseminating important information to brigade members.
- Manage communication channels such as email lists or social media groups.
- Participate in community events to promote fire safety and awareness.
- Assist in organising and coordinating community engagement programs.
- Assist with the coordination of training sessions for active members.
- Maintain training materials and resources.
- Help organise drills and exercises to enhance the skills of brigade members.
- Provide support during emergency incidents by helping with logistics, coordination, and communication from the base.
- Assist in preparing and maintaining the brigade's facilities and equipment.
- Demonstrate actions in keeping with our adopted Values, Council Policies, Executive Instructions and Code of Conduct and the highest principles of ethics and integrity.

#### **3. POSITION CRITERIA**

##### **Required Skills:**

- Effective Written and Verbal Communication (Internal/External).
- Effective Organisational.
- Planning.
- Management.
- Time management.
- Delegation.
- Record keeping and reports.
- Leadership.

- Safety and Risk Management.
- Motivational.
- Computer literate. (Desirable)

**Required Knowledge and Experience:**

- 3+ years firefighting knowledge (desirable).
- Minimum 12 months as local Shire VBFB member.
- Brigade History and Culture.
- Experience with Brigade equipment and machinery. (Desirable)

**Required Training and Qualifications:**

- Completion of DFES BFS Bush Firefighter courses:
  - Awareness and Firefighter Skills. (Desirable)
  - AllMS Awareness. (Desirable)
  - WAERN Basic. (Desirable)
- Provide First Aid. (Desirable)

**Other Personal Attributes:**

- Enthusiastic and effective mentor.
- Engaging and approachable.
- Enthusiastic & effective trainer.
- Flexible thinking.
- Disciplined.
- Capacity to adapt.
- Maintain currency of training & development situation.
- Open to advice/suggestions.
- Sufficient time to dedicate to job/role.
- Respect of the Brigade.
- Respect for Chain of Command.

**4. EXTENT OF AUTHORITY**

May exercise limited initiative and/or judgement within clearly established procedure/guidelines.

**5. WH&S REQUIREMENTS**

- Follow all Work, Health & Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses investigation and documentation as directed.



## **POSITION DESCRIPTION**

### **Bush Fire Brigade Water Bomber Refiller (Volunteer)**

#### **1. POSITION FUNCTION**

The Registered Member serves in a support capacity within one of the Shire's Volunteer Bush Fire Brigades or DFES's SES Unit, providing assistance in refilling Water Bombers at the Narrogin Airport. This position does not involve active firefighting duties but plays a crucial role in ensuring the brigade's efficiency and effectiveness.

#### **2. KEY DUTIES / RESPONSIBILITIES**

- Refill Water and/or approved foam to Fixed Wing Water Bombers on advice of DBCA personnel or the pilot.
- Wear appropriate PPE at all times.
- Demonstrate actions in keeping with our adopted Values, Council Policies, Executive Instructions and Code of Conduct and the highest principles of ethics and integrity.

#### **3. POSITION CRITERIA**

##### **Required Skills:**

- Effective Written and Verbal Communication (Internal/External).
- Effective Organisational.
- Planning.
- Management.
- Time management.
- Record keeping and reports.
- Safety and Risk Management.
- Motivational.

##### **Required Knowledge and Experience:**

- 3+ years firefighting knowledge (desirable).

##### **Required Training and Qualifications:**

- Completion of DBCA Water Bomber Refilling Course & Refresher Course (12 monthly) (Refer DBCA Fire SOP224)
  - Single Engine Air Tanker (SEAT) Loading Operations

- Completion of DFES BFS Bush Firefighter courses:
  - Awareness and Firefighter Skills. (Desirable)
  - WAERN Basic. (Desirable)
- Provide First Aid. (Desirable)

**Other Personal Attributes:**

- Enthusiastic and effective mentor.
- Engaging and approachable.
- Disciplined.
- Open to advice/suggestions.
- Sufficient time to dedicate to job/role.
- Respect of the Brigade.
- Respect for Chain of Command.

**4. EXTENT OF AUTHORITY**

May exercise limited initiative and/or judgement within clearly established procedure/guidelines.

**5. WH&S REQUIREMENTS**

- Follow all Work, Health & Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses investigation and documentation as directed.
- Comply with the training provided – The DBCA Water Bomber Refilling Course and SOP224.
- Comply with PPE requirements of SOP241 – PPE Aviation Operations.